

U.S. Department  
of Transportation

United States  
Coast Guard



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# Honors and Ceremonies

U. S. Coast Guard  
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## **HONORS AND CEREMONIES**

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QUESTIONS ABOUT THIS TEXT SHOULD BE  
ADDRESSED TO THE SUBJECT MATTER SPECIALIST  
FOR THE QUARTERMASTER RATING

## References

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### List of References

This pamphlet contains original material developed at the Coast Guard Training Center, Yorktown, Virginia, and excerpts from the following technical publications:

Flags, Pennants and Customs, NTP 13 (series)

Coast Guard Regulations, COMDTINST M5000.3 (series)

The Coast Guardsman's Manual, Sixth Edition, 1975

The Coast Guardsman's Manual, Eighth Edition, 1991

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## Notice to Students

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**Purpose** This pamphlet serves as a training aid to provide you with a general knowledge of honors and ceremonies rendered to officers and civil officials during official calls and visits to Coast Guard vessels and shore units. It contains detailed information for displayed flags and pennants for most all occasions. Many of these customs are a part of the Coast Guard's heritage and tradition and have been in use since the birth of the Coast Guard in 1790. You must know what is required and also when, how, why, where, and by whom the honors and ceremonies are given.

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**Important Note** This text has been compiled for TRAINING ONLY. It should NOT be used in place of official directives or publications. The test information is current according to the references listed. You should, however, remember that it is YOUR responsibility to keep up with the latest professional information available for your rating.

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**Pamphlet Content** This pamphlet contains five assignments:

Assignment 1 Honors, Gun Salutes, and Official Visits

Assignment 2 Display of the U.S. National and Coast Guard Ensigns, Salutes, and Passing Honors

Assignment 3 Display of Flags and Pennants

Assignment 4 Deaths and Funerals

Assignment 5 Boatswain's Pipe Calls

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**Learning Objectives** Read the learning objectives before you begin reading the text. The objectives will guide you through the text and help you answer the questions in the self-quiz at the end of each lesson.

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## Notice to Students

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### Quizzes

Each assignment has a self-quiz and each pamphlet has a pamphlet review quiz. You will find the answers to each quiz on the pages following the quiz. Included are the reference pages for the answers.

These self-quizzes are meant to check your comprehension of the material you covered. If you are having problems understanding a section, go through it again or ask someone for help. The pamphlet review quiz questions are samples of the type of questions you will find on the end-of-course-test (EOCT).

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# ASSIGNMENT 1

## HONORS, GUN SALUTES, AND OFFICIAL VISITS

### Overview

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#### Introduction

Tradition has played an important role in the ceremonial functions of the various Armed Forces from the days when the United States first became an independent nation to the present day. At first, most of the honors and ceremonies rendered by American mariners were carried over from the British. However, after a few years, the United States began making changes to conform to its own concept of ceremonial functions. As a result, the United States now has a very rigid set of rules which takes in all phases of ceremonial functions. In this section, you will learn about honors and ceremonies, hand and gun salutes, official visits and calls, and other formal occasions.

Honors and ceremonies, which most often occur in port, are based upon an established code of customs, agreements, and regulations. The manner in which they are carried out reflects on the efficiency of the officer of the deck, gangway petty officer, the quartermaster gang, and of the whole ship.

The material used to develop this course was taken from U.S. Coast Guard Regulations (COMDTINST M5000.3) and "Flags, Pennants and Customs" NTP 13 (series). You should refer to these publications for the latest information available concerning honors and ceremonies.

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#### Objectives

After completing this assignment, you should be able to:

- **STATE** who has authority for dispensing with honors.
  - **STATE** the manner of playing the United States and foreign national anthems.
  - **STATE** the rules to be followed when the United States or a foreign national anthem is played.
  - **STATE** the manner of saluting the national ensign of the United States or a foreign country.
  - **STATE** the procedures for Morning and Evening Colors.
  - **STATE** the guidelines for the exchange of hand salutes.
  - **STATE** whom you should salute.
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## Overview

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### Objectives (Continued)

- **STATE** the exceptions to rendering hand salutes.
  - **STATE** rules regarding respect to seniors.
  - **STATE** the occasions, procedures, and the number of guns required for a salute for United States civil officials, military officers, and foreign officials.
  - **STATE** the rules for gun salutes.
  - **DEFINE** the terms “official visit” and “calls.”
  - **STATE** where to locate the honors associated with official visits and calls.
  - **STATE** when to conduct an official visit or call.
  - **STATE** the procedures for official visits and calls of civil, military, and foreign officials.
  - **STATE** the name of the musical selection played for the President of the United States.
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## **Authority for Dispensing With Honors**

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### **Introduction**

The honors and ceremonies prescribed in Coast Guard Regulations may be dispensed with when the Commandant directs or when requested by an individual to whom such honors and ceremonies are due.

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### **Honors to Recognized Governments**

No salutes shall be fired in honor of any nation or of any official of any nation not formally recognized by the Government of the United States. No other honors or ceremonies prescribed in Coast Guard Regulations shall be rendered or exchanged with these unrecognized nations unless authorized by the Commandant. Chapter 3 of NTP 13 (series) contains a list of nations that are NOT formally recognized by the United States.

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### **International Honors Modified by Agreement**

If the required number or frequency of international salutes, official visits, or other honors is excessive, as circumstances warrant, the senior officer present in the U.S. Navy or Coast Guard may make modifications. These modifications are subject to the requirements of international courtesy that are agreed upon by responsible officials or the senior officer present of the nation involved.

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### **Two or More Person Entitled to Honors**

When two or more officials or officers each entitled to honors make an official visit together, only the senior shall be saluted. If they arrive or depart at different times, each shall be rendered honors individually. The official visiting party may direct that honors be rendered to more than one member of the official party.

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## Honors to National Anthems and National Ensigns

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### Manner of Playing National Anthems

The national anthem of the United States, "The Star Spangled Banner," when played by a Coast Guard band shall be played in its entirety as written and as prescribed in the official U.S. Navy Band arrangement.

The playing of the national anthem of the United States, or of any other country, as a part of a medley is prohibited.

When a foreign national anthem is prescribed in connection with honors and it is considered appropriate to perform the national anthem of the United States also, the national anthem of the United States will be performed last.

On other occasions when a foreign national anthem (or anthems) is performed, the national anthem of the United States will be performed last except when performed in conjunction with Morning Colors.

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### During Playing of National Anthem

Coast Guard personnel shall follow the rules below when the national anthem is played.

Who or What	IF national ensign is . . .	When the national anthem is played shall . . .
Coast Guard personnel <b>not</b> in formation	displayed  <b>not</b> displayed	when covered, stand at attention and face the national ensign, salute at the first note and remain at the salute until the last note  when covered, face the music, stand at attention, salute at the first note and remain at the salute until the last note
Coast Guard personnel in formation	displayed  <b>not</b> displayed	be brought to order arms or attention as appropriate be brought to order arms or attention as appropriate
Formation commander	displayed  <b>not</b> displayed	face the ensign render the salute for the unit  face the music and render the salute for the unit

**Note:** The same marks of respect prescribed during the playing of the national anthem of the United States shall be shown during the playing of a foreign national anthem.

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## **Honors to National Anthems and National Ensigns**

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### **Salutes to the National Ensign**

Upon coming on board a ship of the Coast Guard, all persons in the Coast Guard shall salute the national ensign if it is flying. They shall stop on reaching the upper platform of the accommodation ladder or the shipboard end of the brow and face the national ensign, render the salute, and salute the officer of the deck. On leaving the ship, they shall render the salutes in reverse order. The officer of the deck shall return both salutes.

When passed by or passing the national ensign carried uncased in a military formation, all persons in the Coast Guard shall salute. Persons in vehicles or boats shall follow the rules discussed under “Morning and Evening Colors” for honors observed during colors.

The salutes prescribed above shall also be rendered to foreign national ensigns and aboard foreign warships.

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## Morning and Evening Colors

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### Introduction

The ceremonial hoisting and lowering of the national ensign at 0800 and sunset at a Coast Guard command ashore or aboard a ship of the Coast Guard not underway shall be known as Morning Colors and Evening Colors, respectively.

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### Procedure

Follow the procedure below for Morning and Evening Colors.

Step	Action
1	The senior officer present hoists the signal prescribing the size of the colors approximately 5 minutes prior to Morning Colors.
2	The PREP pennant is hoisted (close-up) or broken 5 minutes prior to colors to indicate "Prepare for Colors." It is hauled to the dip to indicate "Commence the Ceremony" and held there until the ceremony is completed, at which time it is hauled down to indicate "Carry On."
3	The guard of the day and the band shall be paraded in the vicinity of the point of hoist of the ensign.
4	"Attention" shall be sounded, followed by the playing of the national anthem, "The Star Spangled Banner."
5	At Morning Colors, the ensign shall be started up at the beginning of the music and hoisted smartly to the peak or truck. At Evening Colors, the ensign shall be started from the peak or truck at the beginning of the music and then lowered at a speed that will be completed at the last note.
6	At the completion of the music, "Carry On" shall be sounded.

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## Morning and Evening Colors

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### When No Music Available

In the absence of a band or an appropriate recording to be played over a public address system, "To the Colors" shall be played by the bugle at Morning Colors and "Retreat" at Evening Colors; and the salute shall be rendered as prescribed for the national anthem.

In the absence of music, "Attention" and "Carry On" shall be the signals for rendering and terminating the salute. "Carry On" shall be sounded as soon as the ensign is completely hoisted or lowered.

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### During Colors

During colors, follow the rules below.

Who or What	IF ...	During Colors Shall ...
boat underway	can see or hear the ceremony	lie to or shall proceed at the slowest safe speed
boat officer, or coxswain in absence of boat officer	safe to do so	stand and salute
others in the boat		remain seated or standing and shall <b>not</b> salute
vehicles within sight or hearing of the ceremony		stop
persons riding in vehicles		remain seated at attention
personnel in civilian clothes		stand facing the flag at attention with their right hands over their hearts

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### In Foreign Ports or When Foreign Ships Present

After Morning Colors, if foreign warships are present, the national anthem of each nation represented shall be played in the order in which a gun salute would be fired to, or exchanged with, the senior official or officer present of each such nation. When in a foreign port, the national anthem of the port shall be played immediately after Morning Colors, followed by the national anthems of other foreign nations represented.

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## Hand Salutes and Other Marks of Respect

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### Exchange of Hand Salutes

The hand salute is the long-established form of greeting and recognition exchanged between persons in the armed services. All persons in the Coast Guard shall be alert to render or return the salute as prescribed in Coast Guard Regulations.

Salutes by persons in the Coast Guard shall be rendered and returned with the right hand when practicable. Present arms is used as a salute to persons and colors during parades and ceremonies and by sentries.

All salutes received when in uniform and covered shall be returned. At other times, salutes received shall be appropriately acknowledged. Persons uncovered shall not salute except when failure to do so would cause embarrassment or misunderstanding. Juniors shall salute first.

Civilians may be saluted by persons in uniform when appropriate, but the uniform hat or cap shall not be raised as a form of salutation.

Persons in the Coast Guard who are not in uniform shall comply with the rules and customs established for civilians except that when saluting another person in the armed services, the hand salute shall be used.

Persons in the Coast Guard shall salute all officers senior to themselves on each occasion of meeting or passing or when addressing or being addressed by seniors.

When boats pass each other with embarked officers or officials in view, hand salutes shall be rendered by the senior officer and coxswain in each boat. Officers seated in boats shall not rise when saluting; coxswain shall rise unless dangerous or impracticable to do so.

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### Who to Salute

Coast Guard personnel shall render salutes to officers of the following:

- Armed forces of the United States.
  - National Oceanic and Atmospheric Administration.
  - Public Health Service.
  - Foreign armed services whose countries are formally recognized by the United States.
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## Hand Salutes and Other Marks of Respect

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### **Exceptions to Rendering Hand Salutes**

Salutes are to be rendered except in the following circumstances:

- On board ship, salutes shall be dispensed with after the first daily meeting except for those rendered to the commanding officer and officers senior to the commanding officer, visiting officers, officers making inspections, and officers addressing or being addressed by them.
  - When such procedure does not conflict with the spirit of these regulations, at crowded gatherings or in congested areas, salutes shall be rendered only when addressing or being addressed by an officer who is senior to them.
  - Persons at work or engaged in games shall salute only when addressed by an officer senior to them and then only if circumstances warrant.
  - Persons in formation shall salute only on command.
  - Persons operating moving motor vehicles should not render or return salutes; however, passengers will render and return salutes.
  - Persons guarding prisoners will not salute.
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## Hand Salutes and Other Marks of Respect

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### Other Marks of Respect

The following rules apply regarding respect to seniors:

- Stand at attention when any of the following officers enter the room, compartment, or deck space.
  - Officer of flag rank
  - Commanding officer
  - Officer senior to the commanding officer in the chain of command
  - Officer making an official inspection

This applies unless seated at mess or unless circumstances make such action impracticable or inappropriate.

- Show respect to seniors at all times by recognizing their presence and by employing a courteous and respectful bearing and mode of speech toward them.
  - Walk or ride on the left of seniors you are accompanying.
  - Enter boats, aircraft, and automobiles in inverse order of rank (junior first) and leave them in order of rank (senior first) unless there is special reason to the contrary. The seniors shall be accorded the more desirable seats.
  - Board Coast Guard and Navy ships in order of rank (senior first). Depart in inverse order of rank (junior first).
  - Subject to the requirements of the rules for preventing collisions, boats with juniors embarked shall avoid crowding or embarrassing boats with seniors embarked.
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## Gun Salutes

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### Designated Ships and Stations

Saluting ships and stations of the Coast Guard are those designated by the Commandant. The gun salutes prescribed in Coast Guard Regulations shall be fired by such ships and stations. Other ships and stations shall not fire gun salutes unless directed to do so by the senior officer present on exceptional occasions when courtesy requires.

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### Flag of the President

A **21**-gun salute shall be fired to the flag of the President:

- By ships falling in with a ship displaying the flag of the President, ships arriving at a place when the flag of the President is displayed ashore, or ships present when the flag of the President is broken.
- By a station when a ship displaying the flag of the President arrives at the station or when the flag of the President is broken by a ship present.
- By a flag officer assuming command or while in command breaking the flag of an increased grade (promotion) in the presence of a ship or station displaying the flag of the President.

Under the circumstances prescribed above, a **19**-gun salute shall be fired to the flag of the Secretary of State when that official is acting as special foreign representative of the President.

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### Flag of Other United States Officials

A **19**-gun salute shall be fired to the flag of the:

- Secretary of Defense
  - Secretary of Transportation
  - Deputy Secretary of Defense
  - Deputy Secretary of Transportation
  - Director of Defense Research and Engineering
  - Secretary of the Navy
-

## Gun Salutes

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### Flag of Other United States Officials (Continued)

A 17-gun salute shall be fired to the flag of a/an:

- Assistant Secretary of Defense
- General Counsel
- Assistant Secretary of Transportation
- Under Secretary of the Navy
- Assistant Secretary of the Navy

The gun salute shall be fired by:

- A ship falling in with a ship displaying such flag, arriving at a place where such flag is displayed ashore, or present when such flag is broken. (In case of two or more ships in company, only the senior shall salute.)
- A shore station when a ship displaying such flag arrives at the shore station or when such flag is broken by a ship present.
- A flag officer assuming command or breaking the flag of an officer of an increased grade (promotion) in the presence of a ship or naval station displaying the flag of such official provided that such officer is the senior officer present or the senior officer present on shore.

When the flags of two or more such officials are displayed under the circumstances prescribed above, only the flag of the senior shall be saluted.

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### Foreign Nation

When a ship enters a port of a foreign nation whose government is formally recognized by the United States, it shall fire a salute of **21**-guns to that nation unless:

- There is no saluting battery or warship of that nation present that is capable of returning the salute.
- The ship is returning from a temporary absence from port and an agreement has been reached with local authorities dispensing with the salute.

When a ship is passing through the territorial waters of a foreign nation with no intention of anchoring, no salute is fired unless unusual circumstances make it desirable to do so. In cases where two or more ships arrive in port or pass through the territorial waters of a foreign nation in company, only the senior shall fire the prescribed salute. If a salute to a nation is fired, it shall precede any salutes fired in honor of individuals.

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## Gun Salutes

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### Returning Salutes to a Nation

A salute to a nation fired by a foreign warship entering a port of the United States shall be returned by the senior ship present unless there is a saluting battery of an armed service of the United States in the area which is designated to return such salutes.

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### Foreign President, Sovereign, or Member of a Reigning Royal Family

A **21**-gun salute shall be fired by a ship or station to the flag of the president, sovereign, or member of a reigning royal family in the same manner prescribed in Coast Guard Regulations for firing a salute to the flag of the President of the United States.

In some foreign countries, it is the national custom to fire special **21**-gun salutes on certain occasions in honor of the president, sovereign, or a member of the reigning royal family. In such cases, ships shall conform to the national custom when requested by the proper local authorities.

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### Several Heads of State

Ships entering a port where the personal flags or standards of several presidents, sovereigns, or members of reigning royal families are displayed shall fire a **21**-gun salute to each in the following order:

- The president, sovereign, or member of the reigning royal family of the nation in which the port belongs.
- The President of the United States.
- The presidents or sovereigns of other nations in alphabetical order of the names of the nations in the English language.
- Members of reigning royal families of other nations in the same order as above.

In the circumstances above, only the flag or standard of the senior dignitary of each nation shall be saluted.

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### Officers in the Coast Guard

Gun salutes prescribed in Coast Guard Regulations for officers and officials entitled to **17** or more guns shall be fired on the occasion of each official visit of the individual concerned. Those entitled to salutes of **15** guns or less shall not be fired unless ordered by the senior officer present or higher authority.

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## Gun Salutes

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### **Senior Officer Present**

A flag officer who is the senior officer present shall be saluted by the senior of one or more ships arriving in port.

When a flag officer embarked in a ship of the command arrives in port and is the senior officer present or when a flag officer assumes command and becomes the senior officer present, that officer shall be saluted by the former senior officer present.

A gun salute shall be fired by the flagship when a flag officer who is the senior officer present either assumes or is relieved of command or is advanced in grade.

When a flag officer who is not the senior officer present assumes command, that flag officer shall fire a salute to the senior officer present.

The provisions of this section shall be subject to local regulations and where appropriate, shall apply to officers of the Coast Guard in command ashore.

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### **Foreign Flag Officers**

A ship entering a port where there is no Coast Guard or Navy officer senior to the officer embarked aboard may find displayed in port, either afloat or ashore, flags of foreign flag officers of one or more nations. In that case, salutes shall be exchanged with the senior flag officer present of each nation.

The senior officer present of the Coast Guard or Navy shall exchange gun salutes with the senior foreign flag officer displaying that foreign flag in an arriving warship provided such flag officer is the senior officer present of that nation.

Upon departure from port of the senior officer present of the Coast Guard or Navy, the next senior officer shall exchange gun salutes with the senior officer present of each foreign nation.

The senior officer present of the Coast Guard or Navy shall exchange gun salutes with the senior officer present of a foreign nation when either hoists the flag of an increased grade (promotion).

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## Gun Salutes

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### Foreign Flag Officers (Continued)

In firing the salutes prescribed, the following rules apply:

- An officer of a junior grade shall fire the first salute.
- When officers are of the same grade, the arriving officer shall fire the first salute.
- Seniors shall be saluted in order of rank, except that when firing salutes to two or more foreign officers of the same grade, the first salute fired to an officer in that grade shall be to the flag officer of the nationality of the port.

When a ship of the Coast Guard falls in at sea with a foreign warship displaying the flag of a flag officer, an exchange of salutes shall be fired, the junior saluting first. Such salutes shall be exchanged only between the senior United States ship and the senior foreign ship. Should flag officers be of the same grade and their relative rank be unknown or in doubt, they should mutually salute without delay.

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### Notification of Gun Salutes

Whenever practicable, an official or officer to be saluted shall be notified of the salute and the time that it is to be fired.

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### Gun Salute Rules

The following rules shall be observed during a gun salute:

- The interval between guns in salutes is normally **5** seconds.
  - During a gun salute, persons on the quarterdeck or in the ceremonial party if ashore shall render the hand salute.
  - Observers on deck or in the vicinity of the ceremonial party if ashore shall stand at attention facing the person or if the person is not in view, toward the ceremonial party and shall also salute if in uniform.
  - Officers saluted shall render the hand salute during the firing of the gun salute.
  - If practicable, the boat or vehicle in which a person being saluted is embarked shall be stopped during the firing of the gun salute.
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## **Gun Salutes**

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### **Returning Gun Salutes**

The following rules shall be observed by United States ships and stations when returning gun salutes:

- A salute fired to the nation by a foreign ship arriving in port shall be returned gun for gun.
- A salute fired to a flag or general officer by a foreign ship or station shall be returned gun for gun.
- A salute fired in honor of the President of the United States or of the Secretary of State when acting as special representative of the President shall not be returned.
- A salute fired in honor of any official or officer on the occasion of an official visit or inspection shall not be returned.
- A salute fired by a flagship or headquarters in honor of a flag officer shall not be returned.
- A salute fired in honor of an anniversary, celebration, or solemnity shall not be returned.

Subject to the provisions mentioned above, a salute fired in honor of a United States officer or official shall be returned with the number of guns specified for the grade of the flag or general officer rendering the salute. If the officer or official is not a flag or general officer, the gun salute is 7 guns.

No return salute may be expected in the case of a salute fired by a United States ship or station in honor of a foreign sovereign, head of state, member of a reigning royal family, special representative of a head of state, or on the occasion of an official visit. Otherwise, a salute fired in honor of a foreign nation or of a foreign official or officer may be expected to be returned gun for gun.

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### **Inability to Render or Return Gun Salutes**

A gun salute shall not be fired if a required return salute cannot be fired, but shall be considered as having been rendered and returned. In cases where a ship would normally render a salute to a foreign power or official and is unable to salute, the circumstances are to be explained to the representative of such foreign power.

In cases where, from any special circumstances, the failure to salute cannot be explained without giving offense to a foreign power or official, salutes shall be fired by any ship which can do so with safety.

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## Restrictions on Gun Salutes

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### **Officials of Lesser Rank**

In the presence of the President of the United States, or the president, sovereign, or a member of the reigning royal family of a foreign nation, no gun salute prescribed in Coast Guard Regulations shall be fired to any other official of lesser rank of that nation.

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### **Two or More Officials**

When two or more officials or officers each entitled to a gun salute make an official visit in company to a ship or station, only the senior shall be saluted. If they arrive or depart at different times, each shall be rendered the gun salute to which that official or officer is entitled.

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### **Local Regulations**

Salutes shall not be fired in ports or locations where they are forbidden by local regulations.

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### **12-Month Restriction**

No official or officer, whether United States or foreign, shall be saluted by the same ship or station more than once in 12 months (except those entitled to **17** or more guns) unless that official or officer:

- Has been advanced in grade.
  - Makes an official visit or inspection.
  - Is on special duty in which international courtesy is involved or exceptional circumstances exist. In the latter case, the commanding officer shall exercise discretion in absence of instructions.
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### **Salutes to Officers**

No officer except a flag or general officer shall be saluted with guns except in return for a gun salute rendered by that officer.

While in civilian clothes, no officer of the armed services shall be saluted with guns unless that officer is acting in an official civil capacity.

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### **Time of Day Restrictions**

Salutes shall not be fired between sunset and sunrise, before 0800, or on Sunday except when international courtesy dictates or when related to death ceremonies. A gun salute in honor of an official or officer who arrives before 0800 shall be fired at 0800. If the occasion is on a Sunday, the salute shall be fired on Monday, and the salute shall not be fired if the official or officer has departed meanwhile. In case of a gun salute at 0800, the first gun of the salute shall be fired immediately upon the completion of Morning Colors or the last note of the last national anthem.

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## Official Visits and Calls

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### Definition

The term "official visit" means a formal visit of courtesy requiring special honors and ceremonies.

The term "call" means an informal visit of courtesy requiring no special ceremonies.

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### Honors for Official Visits of U.S. Officers

Except as modified or dispensed with by Coast Guard Regulations, the honors prescribed on the next page shall be rendered by a ship or station on the occasion of the official visits of United States officers. (Ashore, the single gun salute when prescribed on the next page shall be fired on arrival instead of on departure.)

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## Official Visits

### Honors for Official Visits of United States Officers

Except as modified or dispensed with by Coast Guard Regulation, the honors prescribed below shall be rendered by a ship or station on occasion of an official visit. (Ashore, the single gun salute, when prescribed in the table below, shall be fired on arrival instead of on departure.)

**Table**

Officer	Uniform	Gun Salute		Ruffles and flourishes	Music	Guard	Side Boys (2)
		Arrival	Departure				
Chairman, Joint Chief of Staff (3)	Full Dress	19	19	4	General's Admiral's March	Full	8
Chief of Staff, U.S. Army (3)	Full Dress	19	19	4	General's	Full	8
Chief of Naval Operation (3,6)	Full Dress	19	19	4	Admiral's	Full	8
Chief of Staff, U.S. Air Force (3)	Full Dress	19	19	4	General's	Full	8
Commandant of Marine Corps (3,6)	Full Dress	19	19	4	Admiral's	Full	8
Commandant of Coast Guard (3,6)	Full Dress	19	19	4	Admiral's	Full	8
General of the Army (3)	Full Dress	19	19	4	General's	Full	8
Fleet Admiral (3)	Full Dress	19	19	4	Admiral's	Full	8
General of the Air Force (3)	Full Dress	19	19	4	General's	Full	8
Generals (4)	Full Dress	17	17	4	General's	Full	8
Admirals (4)	Full Dress	17	17	4	Admiral's	Full	8
Naval or other Military Governor commissioned by the President within the area of jurisdiction	Full Dress		17	4	General's (1) or Admiral's	Full	8
Vice Admiral or Lt General (5)	Full Dress		15	3	General's (1) or Admiral's	Full	8
Rear Admiral (Upper Half) or Major General	Full Dress		13	2	General's (1) or Admiral's	Full	6
Rear Admiral (Lower Half) or Brigadier General	Full Dress		11	1	General's (1) or Admiral's	Full	6
Captain, Commander, Colonel, Lt Colonel	Uniform of the day					Of the day	4
Other Commissioned Officers	Uniform of the day					Of the day	2

(1) Marine Corps general officers receive the Admiral's March.

(2) Not appropriate on shore stations.

(3) Take precedence, in order, after Secretary of the Air Force. (Honors for official visits of United States Civil Officials.)

(4) Take precedence after the Under Secretary of the Air Force. (Honors for official visits of United States Civil Officials.)

(5) Take precedence after other Under Secretaries of Cabinet. (Honors for official visits of United States Civil Officials.)

(6) On official occasions, honors may be rendered to retired flag and general officers with their permission and at the discretion of local commanders. Honors so rendered will be in accord with retired grade except former Chief of Naval Operations, former Commandants of the Marine Corp, and former Commandants of the Coast Guard will receive the honors prescribed for those officers.

## Official Visits

### Honors for Official Visits of United States Civil Officials

Except as modified or dispensed with by Coast Guard Regulations, the honors prescribed below shall be rendered by a ship or station on the occasion of the official visit of United States civil officials. (Ashore, the single gun salute when prescribed below shall be fired on arrival instead of on departure.)

**Table**

Official (5)	Uniform	Gun Salutes		Ruffles and Flourishes	Music	Guard	Side Boys	Crew (4)	Within What Limits	Flag		
		Arrival	Departure							What	Where	During
The President	Full Dress	21	21	4	National Anthem (1)	Full	8	Man Rail		President	Main-truck	Visit
Former President	Full Dress		21	4	Admiral's March	Full	8	Qtrs		National	Main-truck	Salute
Vice President	Full Dress		19	4	Hail Columbia	Full	8	Qtrs		Vice President	Main-truck	Visit
Governor of State	Full Dress		19	4	Admiral's March	Full	8		Area under Jurisdiction	National	Fore-truck	Salute
Speaker of House of Representative	Full Dress		19	4	Admiral's March	Full	8			National	Fore-truck	Salute
Chief Justice of United States	Full Dress		19	4	Admiral's March	Full	8			National	Fore-truck	Salute
Ambassador, High Commissioner, or Special Diplomatic Representative whose credentials give him authority equal to or greater than an Ambassador	Full Dress		19	4	National Anthem	Full	8		Nation or Nations to Which Accredited	National	Fore-truck	Salute
Secretary of State	Full Dress		19	4	National Anthem	Full	8			National	Fore-truck	Salute
US Rep to U.N.	Full Dress		19	4	Admiral's March	Full				National	Fore-truck	Salute
Associate Justice of the Supreme Court	Full Dress		19	4	Admiral's March	Full	8			National	Fore-truck	Salute

**Table  
(Continued)**

Official (5)	Uniform	Gun Salutes		Ruffles and Flourishes	Music	Guard	Side Boys	Crew (4)	Within What Limits	Flag		
		Arri- val	Depar- ture							What	Where	During
Sec of Defense	Full Dress	19	19	4	Honors March	Full	8	Qtrs		Secretary's	Main-truck	Visit
Sec of Transportation	Full Dress	19	19	4	Honors March	Full	8	Qtrs		Secretary's	Main-truck	Visit
Cabinet Officers other than Sec Of Defense, State, and Transportation (2)	Full Dress		19	4	Admiral's March	Full	8			National	Fore-truck	Salute
President Pro Tempore of Senate	Full Dress		19	4	Admiral's March	Full	8			National	Fore-truck	Salute
U.S. Senators	Full Dress		19	4	Admiral's March	Full	8			National	Fore-truck	Salute
Governors of U.S. States	Full Dress		19	4	Admiral's March	Full	8		Out of Jurisdiction	National	Fore-truck	Salute
Members House of Representatives	Full Dress		19	4	Admiral's March	Full	8			National	Fore-truck	Salute
Deputy Sec of Defense	Full Dress	19	19	4	Honors March (3)	Full	8	Qtrs		Deputy Secretary's	Main-truck	Visit
Deputy Sec of Transportation	Full Dress	19	19	4	Honors March (3)	Full	8	Qtrs		Deputy Secretary's	Main-truck	Visit
Sec of Army	Full Dress	19	19	4	Honors March	Full	8			National	Fore-truck	Salute
Sec of Navy	Full Dress	19	19	4	Honors March	Full	8	Qtrs		Secretary's	Main-truck	Visit
Sec of Air Force	Full Dress	19	19	4	Honors March	Full	8			National	Fore-truck	Salute
Director of Defense Research and Engineering	Full Dress	19	19	4	Honors March	Full	8	Qtrs		Directors	Main-truck	Visit
Assist Sec of Defense and General Counsel of DOD	Full Dress	17	17	4	Honors March	Full	8	Qtrs		Assist-Secretary	Main-truck	Visit

**Table  
(Continued)**

Official (5)	Uniform	Gun Salutes		Ruffles and Flourishes	Music	Guard	Side Boys	Crew (4)	Within What Limits	Flag		
		Arri- val	Depart- ure							What	Where	During
Assist Sec of Transportation and General Counsel of DOT	Full Dress	17	17	4	Honors March	Full	8	Qtrs		Assist Secretary	Main-truck	Visit
Under Sec of Army	Full Dress	17	17	4	Honors March	Full	8			National	Fore-truck	Salute
Under Sec of Navy	Full Dress	17	17	4	Honors March	Full	8	Qtrs		Under Secretary	Main-truck	Visit
Under Sec of Air Force	Full Dress	17	17	4	Honors March	Full	8			National	Fore-truck	Salute
Assistant Sec of Army	Full Dress	17	17	4	Honors March	Full	8			National	Fore-truck	Salute
Assistant Sec of Navy	Full Dress	17	17	4	Honors March (3)	Full	8	Qtrs		Assist Secretary	Main-truck	Visit
Assistant Sec of Air Force	Full Dress	17	17	4	Honors March	Full	8			National	Fore-truck	Salute
Governor of Commonwealth or US Possession, or area under US jurisdiction	Full Dress		17	4	Admiral's March	Full	8		Area Under Jurisdiction	National	Fore-truck	Salute
Other Under Secretaries of Cabinet, the Deputy Attorney General	Full Dress		17	4	Admiral's March	Full	8			National	Fore-truck	Salute
Envoy Extraordinary and Minister Plenipotentiary	Full Dress		15	3	Admiral's March	Full	8		Nation to Which Accredited	National	Fore-truck	Salute
Minister Resident	Full Dress		13	2	Admiral's March	Full	6		Nation to Which Accredited	National	Fore-truck	Salute
Chargé d'Affairs	Full Dress		11	1	Admiral's March	Full	6		Nation to Which Accredited	National	Fore-truck	Salute
Career Minister, or Counselor of Embassy or Legation	Full Dress			1	Admiral's March	Full	6		Nation to Which Accredited			

**Table  
(Continued)**

Official (5)	Uniform	Gun Salutes		Ruffles and Flourishes	Music	Guard	Side Boys	Crew (4)	Within What Limits	Flag		
		Arri-val	Depart-ure							What	Where	During
Consul General or Deputy Vice Consul when in charge as Consulate General	Full Dress		11	1	Admiral's March	Full	6		District to Which Assigned	National	Fore-truck	Salute
First Secretary of Embassy or Legation	Of the Day					Of the Day	4		Nation to Which Accredited	National	Fore-truck	Salute
Consul or Vice Consul when in Charge of a Consulate	Of the Day		7			Of the Day	4		District to Which Assigned	National	Fore-truck	Salute
Mayor of Incorporated City	Of the Day					Of the Day	4		Within City Limits			
Second or Third Secretary of Embassy or Legation	Of the Day						2		Nation to Which Accredited			
Vice Consul when only Representative of U.S. and not in charge of a Consulate General of Consulate	Of the Day		5			Of the Day	2		District to Which Assigned	National	Fore-truck	Salute
Consular Agent when only Representative of U.S.	Of the Day						2	Qtrs				

(1) See Article regarding musical honors to President.

(2) In order of Precedence as follows:

- |                       |                                          |
|-----------------------|------------------------------------------|
| 1. Sec of State       | 7. Sec of Commerce                       |
| 2. Sec of Treasury    | 8. Sec of Labor                          |
| 3. Sec of Defense     | 9. Sec of Health and Human Services      |
| 4. Attorney General   | 10. Sec of Housing and Urban Development |
| 5. Sec of Interior    | 11. Sec of Transportation                |
| 6. Sec of Agriculture |                                          |

(3) 32 bar melody in the trio of "Stars and Stripes."

(4) Not appropriate at shore commands.

(5) Not to be construed as a precedence list.

## Official Visits

### Honors for Official Visits of Foreign Officials and Officers

Except as modified or dispensed with by Coast Guard Regulations, the honors prescribed in the table below shall be rendered by a ship or station on the occasion of the official visit of foreign officials and officers. (Ashore, the single gun salute when prescribed in the table below shall be fired on arrival instead of on departure.)

Official	Uniform	Gun Salutes		Ruffles and Flourishes	Music	Guard	Side Boys (1)	Crew (1)	Flag		
		Arrival	Departure						What	Where	During
President or Sovereign	Full Dress	21	21	4	Foreign National Anthem	Full	8	Man Rails	Foreign Ensign	Main-truck	Visit
Member of Reigning Royal Family	Full Dress	21	21	4	Foreign National Anthem	Full	8	Man Rails	Foreign Ensign	Main-truck	Salute
Prime Minister or other Cabinet Officer	Full Dress		19	4	Admiral's March	Full	8		Foreign Ensign	Fore-truck	Salute
Officer of armed forces, diplomatic or consular representative in country to which accredited, or other distinguished official	<p>Civil Officials: Honors as for civil officials of the United States of comparable positions. For example, foreign civil officials occupying positions comparable to U.S. Department of Defense civil officials shall receive equivalent honors.</p> <p>Officers of the armed forces: Honors as for officers of the U.S. of the same grade, except that equivalent honors shall be rendered to foreign officers who occupy a position comparable to the Chairman JCS, CNO, Chief of Staff Army, Chief of Staff Air Force, CMC, or Commandant of the Coast Guard.</p> <p>Honors as prescribed by the senior officer present; such honors normally shall be those accorded the foreign official when visiting officially a ship of his own nation, but a gun salute, if prescribed, shall not exceed 19 guns.</p>										

(1) Not Appropriate on Shore Installations.



## Official Visits

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### **Precedence of Diplomatic and Consular Representatives**

A diplomatic representative in a country to which accredited and a consular representative in a district to which assigned take precedence as prescribed in the below table.

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Official	Takes Precedence
Chief of a United States Diplomatic Mission including a Charge d' Affairs (1)	Over any officer of the armed services of the U.S. and over any U.S. civil official, except the Secretary of State, whose official salute is less than <b>21</b> guns.
Career Minister	With, but before a Rear Admiral (Lower Half)
Counselor	With, but after Rear Admiral (Lower Half)
First Secretary, when no Counselor is assigned Counsel General, or Consul or Vice Consul or Deputy Consul General when in charge of a Consulate	With, but after a Rear Admiral (Lower Half)
First Secretary, when a Consular is assigned or Consul or Vice Consul when in charge of a Consulate	With, but after a Captain in the Coast Guard
Second Secretary	With, but after a Captain in the Coast Guard
Vice Consul Third Secretary Consular Agent	With, but after a Lieutenant in the Coast Guard

- (1) An acting chief of a United States diplomatic mission when holding the title Charge d' Affairs takes precedence as specified in this table but shall be accorded the honors specified a Charge d' Affairs on the occasion of an official visit.
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## Official Visits and Calls

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### **The President and to Department Officials**

When the President, the Secretary of Defense, the Secretary of Transportation, Deputy Secretary of Defense, Deputy Secretary of Transportation, the Secretary of the Navy, Director of Defense Research and Engineering, an Assistant Secretary of Defense, an Assistant Secretary of Transportation, Under Secretary of the Navy, or an Assistant Secretary of the Navy away from the seat of government arrives in the vicinity of a Coast Guard command, if practicable and appropriate, the senior officer present shall pay an official visit. Such visit ordinarily is not returned.

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### **Officers of the Coast Guard**

At the first opportunity, an officer assuming command shall make an official visit to the senior to whom that officer has reported for duty and to any successor of that senior. For shore commands, a call shall be made in lieu of such official visits.

Unless dispensed with by the senior, calls shall be made:

- By the commander of an arriving unit to the immediate superior in the chain of command and when circumstances permit, to the senior officer present.
- By an officer in command to the immediate superior in the chain of command on the arrival of the latter.
- By an officer who has been the senior officer present to the successor.
- By the commander of a unit arriving at a station to the commander of the station except that when the former commander is senior, the latter shall make the call.
- By an officer reporting for duty to the commanding officer.

When arrivals occur after 1600, on Sundays, or on a holiday, the required calls may be postponed until the next working day.

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### **Other Armed Services**

When in the vicinity of a command of another armed service of the United States, the senior Coast Guard officer present shall arrange for the exchange of official visits or calls as appropriate.

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## Official Visits and Calls

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### **U.S. Diplomatic and Consular Representatives**

Upon arrival in a foreign port where United States diplomatic or consular representatives accredited to that foreign government are present, if time and circumstances permit, the senior officer present shall exchange official visits with both the senior diplomatic representative and the senior consular representative present. When practicable, prior notice of that officer's arrival in port and the probable duration of stay shall be given to such representative. A suitable boat shall be furnished them for making official visits.

Officers of the Coast Guard shall make the first visit to the chief of a diplomatic mission at or above the rank of *Chargé d' Affaires*.

In the exchange of visits with consular representatives, officers in the Coast Guard shall make or receive the first official visit in accordance with their relative precedence with the consular representative concerned, as set forth in the appropriate table.

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### **Governors of U.S. Territories, Commonwealths, and Possessions**

Within 24 hours after arrival or assuming command in a U.S. territory, commonwealth, or possession, the senior officer present shall make an official visit to the governor general or governor, or the acting representative in case of an absence.

If the senior officer permanently established in command ashore in such territory, commonwealth, or possession is not the senior officer present, this officer shall also make an official visit to the governor general or governor as soon as practicable after assuming command.

Similar visits shall be made whenever a governor general or governor assumes office.

A flag officer may expect such visits to be returned in person by the official to whom it was made. Other officers may expect such visits to be returned by a suitable representative.

These provisions shall apply in the case of an officer of the armed services commissioned as governor general or governor by the President regardless of the officer's military rank.

Modification of the above provisions may be made upon agreement with the governor general or governor.

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## Official Visits and Calls

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### Foreign Officials and Officers

The senior officer present shall make official visits to foreign officials and officers as customs and courtesy demand.

When any of the following are in doubt, the senior officer present shall send an officer to obtain the required information.

- What foreign officials and officers are to be visited, saluted, or otherwise honored.
- Rank of any official or officer.
- Uncertainty as to whether a gun salute involving a return will be returned.

When exchanging official visits with a foreign officer who occupies a position comparable to the ones shown below, the rank of the foreign officer shall be considered equivalent to these United States officers and the first official visit shall be made accordingly.

- Chairman, Joint Chiefs of Staff
  - Chief of Staff, U.S. Army
  - Chief of Naval Operations
  - Chief of Staff, U.S. Air Force
  - Commandant of the Marine Corps
  - Commandant of the Coast Guard
- 

### Rules for Visiting Foreign Officials and Officers

The following rules, in which all maritime powers generally have concurred, shall be observed by officers of the Coast Guard, and their observance by foreign officers may be expected.

- Upon the arrival of foreign warships, the senior officer present shall send an officer to call upon the officer in command of the arriving ships to offer customary courtesies and exchange information as appropriate. If in a foreign port, such call shall be made only if the officer in command of the arriving ships is the senior officer present afloat of that nation. This call will be returned at once.
  - Within 24 hours after arrival, the senior officer in command of arriving ships if determined to be the senior officer present of a nation, shall make an official visit to the senior officer present of each foreign nation who holds a grade equal or superior to the arriving officer's grade. The senior officer present of each foreign nation who holds a grade junior to the arriving officer will make an official visit within the same time limit.
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## Official Visits and Calls

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### **Rules for Visiting Foreign Officials and Officers (Continued)**

- After the exchange of visits between the senior officers specified above, when appropriate, other flag officers in command and the commanding officers of ships arriving shall exchange official visits with the flag and commanding officers of ships present. An arriving officer shall make the first visits to officers present who hold grades equal or superior and shall receive the first visits from others.
- It is customary for calls to be exchanged by committees of wardroom officers of the ships of different nations present in the order in which their respective commanding officers have exchanged visits.
- Should another officer become the senior officer present of a nation, that officer shall exchange official visits with foreign senior officers present as prescribed above.

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### **Uniform for Official Visits**

Unless otherwise prescribed by the senior concerned, the following rules concerning uniforms should be followed:

- A junior making an official visit shall wear the uniform prescribed in the preceding tables opposite the grade of the senior to whom the visit is made.
- A senior returning an official visit shall wear the uniform corresponding to that which the junior has worn.
- An officer receiving an official visit and all participants in the reception, including the crew if paraded, shall wear the uniform prescribed in the preceding tables opposite the grade of the official or officer from whom the visit is received.
- Boat crews shall wear the uniform corresponding to that worn by the senior officer embarked.

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### **Honors on Departure or Return From an Official Visit**

An officer leaving or returning to that officer's flagship or command upon the occasion of an official visit shall be rendered the honors prescribed for an official visit. Aboard that officer's flagship or command, the uniform of the day normally shall be worn and gun salutes shall not be fired.

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## Procedure for Official Visits and Calls

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### Introduction

On **arrival** the honors prescribed for an official visit shall be rendered as described below.

### Preparing for Arrival

Step	Preparing for Arrival																
1	When the rail is manned, place uniformly spaced personnel at the rail on each weather deck, facing outboard.																
2	<p>Announce the visitor's organization when the boat or vehicle is close aboard, for example:</p> <table><tr><td><u>Official</u></td><td><u>Announced</u></td></tr><tr><td>Commandant/Vice Commandant</td><td>"Now, Coast Guard approaching"</td></tr><tr><td>Chief of a Headquarters Office</td><td>"Now, Operations approaching"</td></tr><tr><td>Area, District or MLC commander</td><td>"Now, Atlantic Area approaching"</td></tr><tr><td></td><td>"Now, First District approaching"</td></tr><tr><td>Dept of Transportation</td><td>"Now, Dept of Transportation approaching"</td></tr><tr><td>Governor of Virginia</td><td>"Now, Virginia approaching"</td></tr><tr><td>Staff member</td><td>"Now, Atlantic Area Operations approaching"</td></tr></table> <p><b>NOTE:</b> When unable to determine the rank or position of an arriving officer or official, the term "STAFF GANGWAY" shall be announced and, since the term is only used on arrival, it is not necessary to add the word arriving. After the official boards the ship, find out the official title and use it upon departure.</p>	<u>Official</u>	<u>Announced</u>	Commandant/Vice Commandant	"Now, Coast Guard approaching"	Chief of a Headquarters Office	"Now, Operations approaching"	Area, District or MLC commander	"Now, Atlantic Area approaching"		"Now, First District approaching"	Dept of Transportation	"Now, Dept of Transportation approaching"	Governor of Virginia	"Now, Virginia approaching"	Staff member	"Now, Atlantic Area Operations approaching"
<u>Official</u>	<u>Announced</u>																
Commandant/Vice Commandant	"Now, Coast Guard approaching"																
Chief of a Headquarters Office	"Now, Operations approaching"																
Area, District or MLC commander	"Now, Atlantic Area approaching"																
	"Now, First District approaching"																
Dept of Transportation	"Now, Dept of Transportation approaching"																
Governor of Virginia	"Now, Virginia approaching"																
Staff member	"Now, Atlantic Area Operations approaching"																
3	Sound "Attention."																
4	At the order "Tend the Side," the side boys fall in fore and aft of the approach to the gangway, facing each other. The boatswain's mate of the watch takes station forward of them and faces aft.																

**Note:** If a gun salute is prescribed, it shall be fired as the visitor approaches and is still clear of the side.

### Gun Salutes

Step	Gun Salutes
5	<p>The prescribed flag or pennant shall be broken on the visited ship on the first gun and hauled down on the last gun except where prescribed in the Table of Honors for the duration of the visit. On the last gun, other ships firing a concurrent salute shall haul down the flag or pennant displayed in honor of the visitor.</p> <p>In the event local regulations forbid gun salutes, they shall not be rendered. When a concern for safety arises, the salute shall be rendered once the official party is moved to a position well clear of the saluting battery.</p>

## Procedure for Official Visits and Calls

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**Piping the Side** The boat or vehicle shall be piped as described below as it comes alongside. If the gun salute is not prescribed on arrival and the flag or pennant is to be displayed during the visit, it shall be broken at the start of the piping of the side.

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Step	Piping the Side
6	Commence piping the side when the visitor's head reaches the level of the deck or in cases where the boat or pier is close to the level of the deck, when the visitor steps on the brow or accommodation ladder.
7	End the piping not later than when the visitor's pause between the side boys is complete.
8	After the piping, commence Ruffles and Flourishes.  <b>Note:</b> In the absence of a band, a bugler sounds "To the Colors" in lieu of the national anthem when required.
9	All persons on the quarterdeck salute and the guard presents arms until the termination of the pipe, Ruffles and Flourishes, music, or gun salute, whichever is the last rendered.

### Rendering Salutes

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Step	Rendering Salutes
10	Upon coming aboard, the visitor pauses at the gangway, faces aft, and salutes the colors. The visitor then turns, salutes again, holding the salute through the line of side boys; then the visitor halts, holding the salute to the end of the music or to the end of the side boys.
11	The visitor looks at the officer of the deck or senior welcoming officer and says "Sir (or Ma'am), may I have (or I request) permission to come aboard?"
12	The visitor then completes the salute, the honor guard comes to order arms, and all hands in the quarterdeck area complete their salute.  <b>Note:</b> A visitor entitled to 11 guns or more shall be invited to inspect the guard upon completion of such honors.

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## Procedure for Official Visits and Calls

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### Introduction

On **departure** the honors prescribed for an official visit shall be rendered as described below.

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### On Departure

Step	On Departure
1	Man the rail, if required.
2	Sound "Attention" as the visitor arrives on the quarterdeck.
3	At the end of leave taking, the visitor says to the officer of the deck, "Sir (or Ma'am), may I have (or I request) permission to leave the ship?" The guard presents arms, all persons on the quarterdeck salute, and the Ruffles and Flourishes followed by the music is rendered.
4	The visitor salutes at the start of the Ruffles and Flourishes and music if given. At the end of the music, still holding the salute, the visitor proceeds through the line of side boys, faces the national colors, and pauses to end the salute. The visitor then goes down the accommodation ladder or brow.

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### Piping the Side

Step	Piping the Side
5	When the visitor enters the line of side boys, begin piping the side. End the piping as the visitor's head passes below the level of the deck or the visitor reaches the end of the accommodation ladder or brow.
6	Terminate the salute and present arms unless a gun salute is to be fired and haul down the flag or pennant displayed in honor of the visitor.
7	Pipe the boat or vehicle away from the side.

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### Gun Salutes

Step	Gun Salutes
8	If a gun salute is prescribed on departure, fire it when the visitor is clear of the side. With the last gun of the salute, haul down the flag or pennant displayed in honor of the visitor.

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## Procedure for Official Visits and Calls

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### Visits to Shore Units

Insofar as practicable and appropriate, the same honors and ceremonies for an official visit to a ship of the Coast Guard are rendered on the occasion of an official visit to a Coast Guard shore unit except that manning the rail, piping the side, and parading side boys are not considered appropriate.

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### Returning Official Visits and Calls

An official visit shall be returned within 24 hours when practicable.

Circumstances permitting, a flag officer shall return the official visits of officers of the grade of captain in the Coast Guard or senior and to officials of corresponding grade. A flag officer may send an officer of appropriate rank to return other official calls.

Officers other than flag officers shall personally return all official visits.

Flag officers may expect official visits to be returned in person by foreign governors, officers, and other high officials except chiefs of state. Other officers may expect such visits to be returned by suitable representatives.

Calls made by juniors upon seniors in the Coast Guard shall be returned as courtesy requires and circumstances permit. Calls made by persons not in the Coast Guard shall be returned.

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## Formal Occasions Other Than Official Visits

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### Honors When Entitled to 19 or More Gun Salute

On the occasion of every visit, an official or officer entitled to a salute of 19 or more guns shall receive the honors for an official visit, subject to the regulations pertaining to gun salutes.

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### Honors When Assuming or Relieving Command

On the occasion of a flag officer or unit commander assuming command and on the departure of such officer after being relieved, honors shall be rendered as for an official visit subject to the regulations pertaining to gun salutes.

Step	Flag Officer or Unit Commander Assuming Command
1	Officer shall read the orders to the assembled officers and crew.
2	Officer's flag or command pennant is broken and a gun salute is fired if required.
Step	Flag Officer or Unit Commander Relieving Another Officer in Command
1	Relieved officer reads the orders to the assembled officers and crew.
2	Haul down the retiring officer's flag or command pennant after the orders are read or after the gun salute if fired.
3	The officer succeeding to command reads the new orders.
4	Break the new flag or command pennant.  <b>Note:</b> Remember, a commission pennant and personal flag are never flown from the same unit at the same time.

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### Honors at Official Inspection

When a flag officer or unit commander boards a ship of the Coast Guard to make an official inspection, honors shall be rendered as for an official visit except that the uniform shall be as prescribed by the inspecting officer. The inspecting officer's flag or command pennant shall be broken upon the officer's arrival and shall be hauled down on the departure of the inspecting officer unless otherwise prescribed in Coast Guard Regulations.

Insofar as practicable and appropriate, the provisions apply when a flag officer in command ashore makes an official inspection of a unit of the command.

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## Formal Occasions Other Than Official Visits

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### **Honors for Civil Official Taking Passage**

When a civil official of the United States takes passage officially in a ship of the Coast Guard, on embarking and disembarking, that official shall be rendered honors as prescribed for an official visit for such official. In addition, if entitled to a gun salute, the official shall be rendered this salute when disembarking in a port of the foreign nation to which that official is accredited.

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### **Musical Honors to The President**

If honors involving a musical tribute to the President of the United States need be performed more than one time, "**Hail to the Chief**" may be used interchangeable with the national anthem as honors.

When specified by the President of the United States, the Secretary of State, the Chief of the Secret Service, or their authorized representatives, "**Hail to the Chief**" may be used as an opportunity for the President and immediate party to move to or from their places while all others stand fast.

The traditional musical selection "**Hail to the Chief**" is designated as a musical tribute to the President of the United States and will not be performed by Coast Guard bands as a tribute to other dignitaries.

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## Lesson 1 Self-Quiz

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### Questions

1. In what two situations may honors and ceremonies prescribed in Coast Guard regulations be dispensed with?  
\_\_\_\_\_  
\_\_\_\_\_
  2. When two or more officers each entitled to honors make an official visit together, who should be saluted?  
\_\_\_\_\_
  3. When a foreign national anthem is prescribed in connection with honors, when is the United States national anthem performed?  
\_\_\_\_\_
  4. When a national anthem is played but no flag is displayed, a person in formation should \_\_\_\_\_.
  5. An enlisted person that leaves the ship after Morning Colors shall salute the \_\_\_\_\_ first?
  6. In Morning and Evening Colors, the PREP pennant is hoisted \_\_\_\_\_ minutes before colors to indicate "Prepare for Colors."
  7. What shall the bugle play for Morning Colors in the absence of a band or appropriate recording?  
\_\_\_\_\_
  8. Besides rendering salutes to all officers of the other armed services, Coast Guard personnel in uniform shall render salutes to officers of which two agencies of the United States?  
\_\_\_\_\_  
\_\_\_\_\_
  9. Coast Guard personnel in formation shall salute only \_\_\_\_\_.
  10. When walking with a senior, you should walk to the \_\_\_\_\_ of the senior person you are accompanying.
  11. What is the normal interval between gun salutes?  
\_\_\_\_\_
  12. If an official visit requiring gun salutes takes place on a Tuesday before 0800, at what time shall the first gun salute be fired?  
\_\_\_\_\_
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## Lesson 1 Self-Quiz

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### Questions (Continued)

13. Define the term “official visit.”

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14. Define the term “call.”

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15. In what Coast Guard manual or instructions will you find instruction for official visits or calls?

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16. Match the required gun salute in column A with the designated official in column B. Use a letter only once.

<u>Column A</u>	<u>Column B</u>
_____ 1. 21 Gun	a. Commander
_____ 2. 19 Gun	b. Secretary of Transportation
_____ 3. 17 Gun	c. Lieutenant Colonel
_____ 4. 15 Gun	d. President of United States
_____ 5. 13 Gun	e. Rear Admiral (Upper Half)
_____ 6. 11 Gun	f. Vice Admiral
	g. Captain
	h. Assistant Secretary of Defense
	i. Rear Admiral (Lower Half)

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## Lesson 1 Self-Quiz

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17. When should an officer assuming command make an official visit to the senior officer to whom reporting?

\_\_\_\_\_

18. How would you announce the Seventh District Commander approaching your vessel from shore?

\_\_\_\_\_

19. An official visit should be returned within \_\_\_\_\_ hours.

20. What is the name of the musical selection played for the President of the United States?

\_\_\_\_\_

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## Answers to Self-Quiz

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Question	Answer	Reference
1	When Commandant directs When requested by individual to whom such honors are due	1-3
2	only the senior	1-3
3	last	1-4
4	be brought to order arms or attention as appropriate	1-4
5	OOD	1-5
6	5	1-6
7	To the Color	1-7
8	NOAA Public Health Service	1-8
9	on command	1-9
10	left	1-10
11	5 seconds	1-15
12	0800	1-17
13	A formal visit of courtesy requiring special honors and ceremonies	1-18
14	an informal visit of courtesy requiring no special ceremonies	1-18
15	Coast Guard Regulations Chapter 14	1-18
16	1. d 2. b 3. h 4. f 5. e 6. i	1-19 – 1-23
17	At first opportunity	1-26
18	“Now Seventh District approaching”	1-30
19	24	1-33
20	Hail to the Chief	1-35

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## ASSIGNMENT 2

### DISPLAY OF THE U.S. NATIONAL AND COAST GUARD ENSIGNS, SALUTES, AND PASSING HONORS

#### Overview

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##### Introduction

In this assignment, you will learn the rules which govern the display of our national and Coast Guard ensigns. You will learn how and when to conduct passing honors with ships and boats, and you will learn the proper way to display command and personal flags.

---

After completing this assignment, you should be able to:

- **DESCRIBE** the proper procedures for displaying the United States national ensign.
  - **DESCRIBE** when the national ensign can be flown at half-mast while underway.
  - **DESCRIBE** the proper procedures for displaying the Coast Guard ensign.
  - **STATE** when the Coast Guard ensign is to be displayed as a mark of authority.
  - **DESCRIBE** the proper display of the Coast Guard commission pennant.
  - **DESCRIBE** the proper display of the Coast Guard ensign and other various command flags and pennants on board cutters and small boats.
  - **IDENTIFY** the distinctive marks of a Coast Guard vessel.
  - **DESCRIBE** the proper display of the union jack.
  - **DESCRIBE** the proper display of the church pennant and Jewish worship pennant.
  - **DESCRIBE** the proper display of the Coast Guard color.
  - **STATE** who has authority for defining the limits of the quarterdeck.
-

## Overview

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### Objectives (Continued)

- **DEFINE** the terms “passing honors” and “close aboard.”
  - **DESCRIBE** the procedures in rendering passing honors.
  - **DESCRIBE** the procedures for boat hails.
  - **STATE** when side boys may be dispensed with.
-

# Display of U.S. National Ensign

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## Introduction

In 1777, Betsy Ross made our first national ensign. Since that day, a very rigid set of rules has governed the display of the national ensign, and the ensign has served as a symbol of our country's greatness.

When the national ensign is displayed on occasions other than those prescribed in Coast Guard Regulations, the manner of display shall be as prescribed in "Flags, Pennant, and Customs" NTP 13.

Learning the rules that govern the display of our national ensign will be easier for you if you consider the ensign as a living person. When displayed, it is so placed that if it were a person, it would be facing the observer. Its upper right corner corresponds to the right arm and is the point of honor, because the right arm is the sword arm. The sword arm of the United States ensign is the symbol of union--white stars on a blue field.

---

## Procedure During Flag Display

During the ceremony of hoisting and lowering the national ensign, or when the ensign is passing in a parade or review, all persons present who are not part of a military formation should stand, face the colors, and come to the position of attention. Those in uniform should render the right hand salute. If in uniform and uncovered, such as in an auditorium, you should stand at attention and give the right-hand-over-heart-salute. When not in uniform, you should remove your headdress, if any, with the right hand and hold it at the point of your left shoulder, with your hand over your heart. If not wearing a hat, place your right hand over your heart. If the ensign is being carried in a moving column, you should salute the moment it passes.

---

## Half-Masting the National Ensign and Union Jack

When the ensign is to be flown at half-mast, if not previously hoisted, it should first be hoisted to the peak or truck for an instant and then lowered to the half-mast position. Before the colors are lowered for the day, they should again be raised to the truck or peak then lowered.

When the national ensign is half-masted, if the union jack is displayed from the jack staff, it is also half-masted following the same procedure described for the national ensign above.

When directed by the President, the national ensign shall be flown at half-staff at military facilities and Coast Guard vessels and stations abroad whether or not the national ensign of another nation is flown full-staff alongside.

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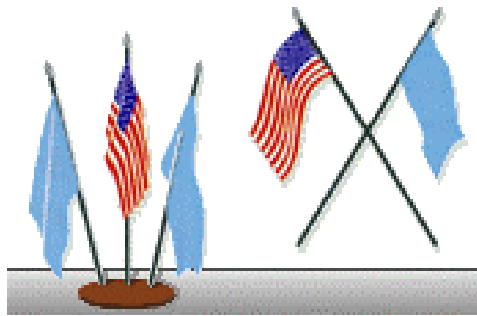
## Display of U.S. National Ensign

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### Displaying Various Flags

When a number of various flags of states, cities, or societies are grouped and displayed from staffs with the flag of the United States, the national ensign is at the center and at the highest point of the group. With the exception of the church and Jewish worship pennants, no other flag or pennant is ever flown over the national ensign on the SAME halyard.

When displayed with another flag against a wall, the ensign should be on the right--the flag's own right, which would be the observer's left. If the staffs of the two flags are crossed, the ensign's staff should be in front of the staff of the other flag.



---

### In Procession With Other Flags

When the ensign is carried in a procession with another flag or with several flags, the ensign should be either on the marching right of a single line or by itself in front of the center of the line in which the other flags are carried.



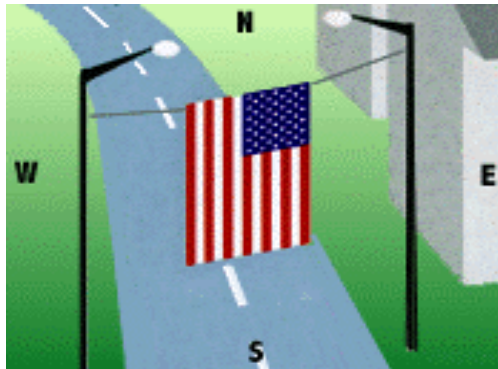
## Display of U.S. National Ensign

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### **Suspended Over a Sidewalk**

When the ensign is suspended over a sidewalk from a halyard extending from a building to a pole at the curb edge of the sidewalk, it should be hoisted out from the building toward the pole, union first.

To display the ensign over the middle of a street, it should be suspended vertically, with the union to the NORTH on a street running EAST and WEST or to the EAST on a street running NORTH and SOUTH.



---

### **From Adjacent Masts or Poles**

When a number of flags including the ensign are flown from adjacent poles or masts, the ensign is hoisted first and lowered last, and no other flag should be placed to the right of the ensign--that is, to the flag's right.

If the ensigns of two or more nations are displayed, they are flown from separate masts at the SAME height and should be approximately EQUAL in size. International custom forbids the display of one nation's ensign above that of another nation.



## Display of U.S. National Ensign

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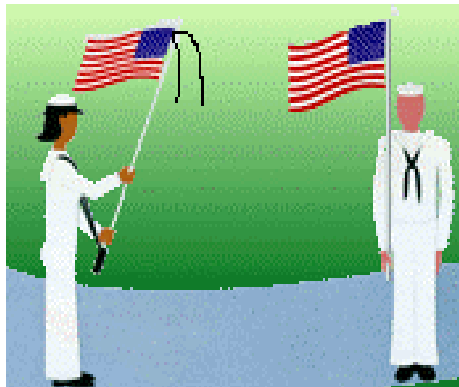
**From a Building** If the national ensign is to be displayed from a staff projecting horizontally from a windowsill, balcony, or front of a building, the union of the ensign should go clear to the peak unless it is being flown at half-mast.



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### Half-Mast to Indicate Mourning

Flags flown from fixed masts or flagpoles are placed at half-mast to indicate mourning. On a small portable staff, such as is carried in a parade, the ensign of course can't be placed at half-mast, so mourning is indicated by attaching two streamers of black crepe to the spearhead. Crepe streamers are used only by order of the President.



Below is an explanation of the display of the national ensign from various flagpole configurations when flown at half-mast.

- Polemast – half-mast is three-fourths of the way to the peak.
  - Polemast with Crosstree – at half-mast the bottom of the union portion shall be even with the crosstree.
  - Polemast with Gaff – half-mast is half way between the top and the bottom of gaff.
  - Polemast with Crosstree and Gaff – (Called a “yacht club mast”) half-mast is half way between the top and bottom of the gaff.
-

## Display of U.S. National Ensign

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### **Covering a Casket**

When used to cover a casket, the ensign should be placed so that the union is over the head and left shoulder of the deceased. The casket should be carried feet first. The flag should not be lowered into the grave, but should be removed before the lowering of the casket begins and must not be permitted to touch the ground.



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### **Used as Bunting Material**

The national ensign should never be used as a festoon, gathered into rosettes, or bunched in any way. If patriotic frills of red, white, and blue are desired, use bunting material.



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### **Speaker Platform**

On a speaker's platform, the ensign if displayed flat should be hoisted above and behind the speaker. If flown from a staff, it should be in the position of honor, at the speaker's right. It should never be used to cover the speaker's desk or to drape over the platform. Bunting should be used for such purpose.



## Display of U.S. National Ensign

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### Displayed Indoors

The ensign should be displayed flat, indoors and out, when it is not being flown from a mast or flagpole. If the ensign is mounted against a wall, the union should be at the topside and to the observer's left. In a window, it is displayed the same way, with the union to the observer's left as seen from the street.



Behind Speaker



In a Window

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### Covering a Statue

The national ensign should never be used as the covering for a statue or a monument during an unveiling ceremony, but it may well occupy a prominent place at the ceremony.

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### Displayed in a Church

If the national ensign is displayed in the body of a church and the flag is in the chancel, inside the altar railing, or upon the platform, it should be on the **LEFT** of the altar. If the national ensign is displayed in the body of a church or the same floor level with the congregation, it should be on a staff placed at the congregation's **RIGHT** as it faces the clergyman.





## Display of U.S. National Ensign

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### **Displayed Ashore**

The national ensign shall be displayed from 0800 to sunset near the headquarters of every command ashore or at the headquarters of the senior when the proximity of headquarters of two or more commands makes the display of separate ensigns inappropriate. The Commandant designates the place where the ensign is to be displayed. When an outlying activity of the command is so located that its governmental character is not clearly indicated by the display of the national ensign as prescribed above, the national ensign shall also be displayed at the activity.

---

### **Minor Repairs**

Minor repairs may be made to the national ensign as required. A soiled ensign should be cleaned by dry cleaning or washing, depending on the type of material from which it is made.

When the national ensign wears out or is in such condition that it is no longer fit for display, it should not be cast aside or used in any way that might be considered disrespectful. It should be destroyed privately and completely. Burning is the best method.

---

## National Ensign Aboard Ship

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### **Displayed When Moored**

On a ship which is moored or at anchor, the national ensign is hoisted at 0800 and kept flying until sunset. At anchor, the ensign is displayed from the flagstaff, which is located at the ship's stern.

If two or more vessels are in company in port, the senior officer present makes a preparatory signal at 0755 giving the size of colors to be hoisted for the day. If such signal is made later in the day instead of at 0755, the colors are shifted to the size prescribed when the signal is hauled down. If no size is specified, refer to size specifications for ensigns and jacks as contained in chapter 5 of NTP 13 (series).

---

### **Displayed Underway**

The national ensign must be displayed during daylight from the gaff (a spar that extends outward at an angle from the mainmast) under the following circumstances unless or as otherwise directed by the senior officer present:

- Getting underway or coming to anchor.
  - Falling in with other ships.
  - Cruising near land.
  - During battle.
  - As required to answer the dip of another vessel's ensign.
- 

### **When Entering Port at Night**

When appropriate, a cutter that enters port at night shall display the national ensign from the gaff at daylight for a time sufficient to establish her nationality. Customarily, other ships of war in port show their colors in return.

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## National Ensign Aboard Ship

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### Display of National Ensign During Gun Salutes

Coast Guard ships shall display the national ensign at a masthead while firing a salute in honor of a United States national anniversary or official as follows:

- At the main during the national salute prescribed for the third Monday in February and the Fourth of July.
- At the main during a **21**-gun salute to a United States civil official except by a ship displaying the personal flag of the official being saluted.
- At the fore during a salute to any other United States civil official except by a ship which is displaying the personal flag of the official being saluted.

During a gun salute, the national ensign shall remain displayed from the gaff or the flagstaff in addition to the display of the national ensign prescribed above.

---

### Half-Masting of National Ensign Underway

The national ensign is half-masted on ships **UNDERWAY** at certain times. A special ceremony calling for half-masting the ensign is required as follow:

- When ships pass Washington's tomb between sunrise and sunset.
- When the President directs.
- Upon the death of special officers and officials listed in Annex C of "Flags, Pennants and Customs" NTP 13 (series).

If in company with other vessels, the motions of the senior officer present shall be followed. In the case of a single vessel, half-masting is authorized by notification of the death of certain officers and officials from any reliable source, including the news media, or as specified in Annex C of NTP 13 (series).

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## National Ensign Aboard Ship

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### **Following Senior Officer Present in Hoisting and Lowering the National Ensign**

On board ship or at a command ashore, upon all occasions of hoisting, lowering, or half-masting the national ensign, the motions of the senior officer present shall be followed except as prescribed for answering a dip or firing a gun salute.

A ship displaying the flag of one of the following officials shall be regarded as the ship of the senior officer present within the meaning of this section:

- President of the United States
  - Secretary of Defense
  - Secretary of Transportation
  - Deputy Secretary of Defense
  - Deputy Secretary of Transportation
  - Secretary of the Navy
  - Director of Defense Research and Engineering
  - Assistant Secretary of Defense
  - Assistant Secretary of Transportation
  - Under Secretary of the Navy
  - Assistant Secretary of the Navy
-

## Display of the Coast Guard Ensign

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### Introduction

The Coast Guard ensign (shown below) was designed and adopted for use on August 1, 1799. It consists of 16 vertical stripes (8 red and 8 white) alternating red and white, which represent the number of states in the Union at that time. The Coast Guard emblem, with its motto *Semper Paratus* (Always Ready), is centered on the seventh red stripe. The canton is white with a spreading eagle in blue silhouette. An escutcheon on the eagle's breast has a paling of 13 vertical stripes alternating white and red and a chief (upper part) of blue. In the eagle's right talon is an olive branch, and in the left talon is a cluster of 13 arrows. A cluster of 13 stars is in 5 rows (1,4,3,4,1) over the eagle's head. The complete symbol in the white canton is the Seal of the United States.



---

### Displayed Afloat

On ships having two masts, the Coast Guard ensign is flown at the foremast. On a ship having only one mast, it is flown on the same halyard and just below the commission pennant. On a mastless ship, it is displayed from the loftiest and most conspicuous hoist.

---

### Displayed Ashore

Coast Guard shore units MAY display the Coast Guard ensign. When displayed ashore, the Coast Guard ensign shall be displayed from the yardarm if available or on the same hoist and immediately below the national ensign from 0800 to sunset.

---

## Display of the Coast Guard Ensign

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### **As a Mark of Authority**

The Coast Guard ensign is a mark of authority and is required to be displayed whenever a Coast Guard/Naval vessel takes active measures in connection with boarding, examining, seizing, or stopping a vessel for the purpose of enforcing the laws of the United States. It is authorized for official Coast Guard use and is never flown at half-mast.

The distinctive markings of Coast Guard aircraft serve the same purpose, i.e., the words "U.S. Coast Guard," the orange and blue racing stripe, and the orange and white color scheme of the aircraft.

For purposes of this section, any private vessel utilized by the Coast Guard, pursuant to Section 14 USC 826, to enforce special local regulations governing a regatta or a marine parade and having on board and in charge of the vessel a Coast Guard officer or petty officer during the detail and responsible for the law enforcement activities or assistance work performed by the vessel will be deemed a Coast Guard vessel and shall display the Coast Guard ensign while engaged in this duty.

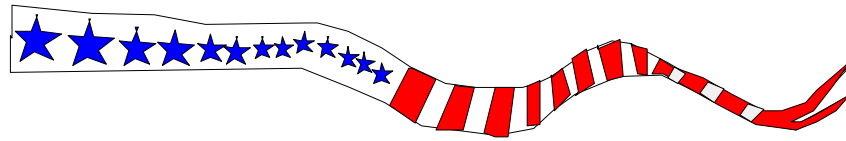
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## Display of the Coast Guard Commission Pennant

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### Introduction

The Coast Guard commission pennant (shown below) is a distinctive Coast Guard mark displayed by a Coast Guard cutter when in "In Commission Active" or "In Commission Special" status.



Its presence indicates a Coast Guard cutter under the command of a commissioned officer or commissioned warrant officer who is not authorized to display a personal flag or command pennant. It shall not be flown from any other vessel except as authorized by Coast Guard Regulations.

---

### Display of Commission Pennant

Every Coast Guard ship in commission flies the commission pennant except when it is replaced by a personal flag or a command pennant. The commission pennant is flown:

- At the aftertruck on a two-masted ship.
- At the masthead on a single-masted ship.
- At the highest and most conspicuous point of hoist on a mastless ship.
- From the bow of a boat when a commanding officer not entitled to a personal flag is embarked on occasions of official visits.

---

### Half-Masting of the Commission Pennant

The commission pennant is not a personal pennant, but it is sometimes regarded as the personal symbol of the commanding officer. Along with the ensign and union jack, it is half-masted upon the death of the commanding officer of a ship. The commission pennant is half-masted only on the ship of the deceased, and it remains at half-mast until sunset of the day of the funeral or until removal of the body from the ship.

---

## Displayed by Cutters

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### Various Flags and Pennants

The national ensign, union jack, Coast Guard ensign, personal flag, command pennant, or commission pennant shall be displayed by cutters as specified below.

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Cutter Status	National Ensign Displayed	Union Jack Displayed	CG Ensign Displayed	Personal Flag, Command Pennant or Commission Pennant Displayed
In Commission Active	Yes	Yes	Yes	Yes
In Service Active	Yes	Yes	Yes	No (1)
Out of Commission in Reserve	No	No	No	No
Out of Service in Reserve	No	No	No	No
In Commission Special	Yes	Yes	Yes	Yes
In Service Special	Yes	Yes	Yes	Yes
Out of Commission Special	No(2)	No	No	No
Out of Service Special	No(2)	No	No	No
Pending in Commission Special	Yes	Yes	Yes	Yes
Pending in Service Special	Yes	Yes	Yes	No

(1) Applies to the display of commission pennant only. A flag officer or unit commander may display a personal flag or command pennant.

(2) National ensign may be displayed if necessary to indicate the national character of a vessel.

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## Displayed by Cutter and Station Boats

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### Cutter and Station Boats

The national ensign, Coast Guard ensign, personal flags, Command pennants or commission pennant must be displayed in water-borne cutter and station boats as follows:

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National Ensign	<p>When underway during daylight hours in a foreign port.</p> <p>When cutters are required to be dressed or full-dressed.</p> <p>When going alongside a foreign ship.</p> <p>When an officer or official is embarked on an official occasion.</p> <p>When a flag officer, a commanding officer, or anyone superior in the chain of command in uniform is embarked in a boat in their command or in one assigned to their personal use.</p> <p>At such times as may be directed by the senior officer present.</p>
Coast Guard Ensign	At all times when directed or indirectly enforcing the laws of the United States.
Personal Flags, Command Pennant, or Commission Pennant	As provided by Coast Guard Regulations.

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## Display of Distinctive Marks on Coast Guard Vessels

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### **Distinctive Marks on Coast Guard Vessels**

The distinctive marks of a Coast Guard vessel are the Coast Guard ensign and if authorized, the Coast Guard commission pennant or the personal flag or command pennant of a Coast Guard officer. Not more than one distinctive mark other than the Coast Guard ensign shall be displayed by a vessel at one time (i.e., you would not display the personal flag of a flag officer and a commission pennant together).

Except as prescribed in Coast Guard Regulations for certain occasions of ceremony and when civil officials are embarked, authorized distinctive marks shall be prominently displayed by Coast Guard vessels day and night as follows:

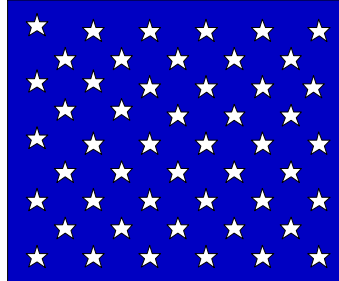
- Coast Guard ensign at the masthead of the foremast.
  - If required, the personal flag, command pennant, or commission pennant at the after masthead.
  - On vessels having but one mast, the Coast Guard ensign and if required, the personal flag, command pennant, or commission pennant shall be at the masthead on the same halyard with the personal flag or commission pennant uppermost.
  - On mastless vessels, required distinctive marks shall be displayed from the loftiest and most conspicuous hoist.
-

## The Union Jack

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### Introduction

The union jack (shown below) is a flag that is made exactly like the blue-star-studded field in the corner of the national ensign. It symbolizes the union of the states of the United States. Each star represents a state.



When the **ship** is moored or at anchor, the union jack is flown from the jack staff in the bow of the ship from 0800 to sunset. The union jack is issued in several sizes, but when flown at the jack staff, it should always be of the same size as the union of the national ensign being flown at the flagstaff.

---

### Half-Masting and Dipping

When the **ship** is moored or at anchor the union jack is half-masted, along with the national ensign, whenever the national ensign is half-masted.

The union jack is not dipped when the national ensign is dipped in return for such honor being rendered to it.

---

### Court-Martial

When the **ship** is moored or at anchor, the union jack displayed at a yardarm indicates that a general court-martial or court of inquiry is in session. It is hoisted when the court meets and is hauled down when the court adjourns.

---

### Union Jack in Boats

The union jack is flown in **boats** as follows:

- When a diplomatic official of the United States at/or above the rank of Charge d' Affairs pays an official visit afloat in a boat of the U.S. Coast Guard.
- By a governor general or governors commissioned as such by the President if embarked in a boat acting in an official capacity and within the area under their jurisdiction. (For instance the Governor of the Virgin Islands.)

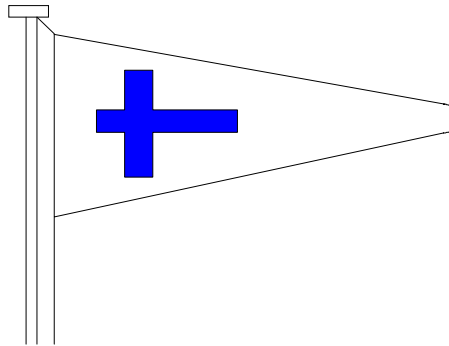
## Church Pennant

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### Overview

The church pennant (shown below) and the Jewish worship pennant are the only "flags" that are authorized to be flown on the same halyard above the national ensign. They are flown only during church services on board vessels of the Navy and Coast Guard.

While not authorized to display the church pennant above the ensign, shore stations may display it separately if desired. Refer to chapter 17 of NTP 13 (series) for additional information concerning display of these pennants.



## Coast Guard Color

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### Overview

The Coast Guard color (shown below) is of the same design as the canton of the Coast Guard ensign except United States Coast Guard is written in a semicircle over the spreading eagle and Semper Paratus is written in a semicircle under the spreading eagle. The year 1790 appears below Semper Paratus. The lettering and canton are blue. Cord and tassels are authorized with the Coast Guard color and are blue and white.



**Note:** The Coast Guard color is not used for outdoor fixed displays.

---

### When to Use

The Coast Guard color is used as follows:

- At official ceremonies.
  - In parades.
  - At public gatherings when the Coast Guard is an official participant.
  - On such occasions as authorized by the Commandant.
- 

### Order of Precedence

When used as above, the Coast Guard colors will accompany and take the place of honor next after the national ensign unless other branches of the armed forces are participating, in which case the precedence order is as follows:

- Army
- Marine Corps
- Navy
- Air Force
- Coast Guard

**Note:** During any period when the Coast Guard is operating as part of the Navy, the Coast Guard will take precedence after the Navy.

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## **Quarterdeck**

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### **Quarterdeck**

The limits of the quarterdeck are defined by the commanding officer to embrace as much of the deck space as may be necessary for the proper conduct of official and ceremonial functions. The quarterdeck may or may not be near the position where the national ensign is usually displayed. In any event, the salute is rendered in the direction of display regardless of the location of the quarterdeck.

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## Passing Honors

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### Passing Honors and Close Aboard Defined

"**Passing Honors**" are honors other than gun salutes rendered on occasions when ships or embarked officials or officers pass or are passed close aboard.

"**Close Aboard**" means passing within **600** yards for ships and **400** yards for boats. These rules should be interpreted liberally to ensure that appropriate honors are rendered.

---

### Passing Honors Between Ships

Passing honors, consisting of sounding **ATTENTION** and rendering the hand salute by all persons on deck and not in ranks, shall be exchanged between ships of the Coast Guard and between ships of the Coast Guard and the Navy passing close aboard. When rendering honors, the following whistle signals are used:

Action	Whistle Signal
Attention	<ul style="list-style-type: none"><li>• One blast if ship is passing to starboard</li><li>• Two blasts if ship is passing to port</li></ul>
Salute	One blast
End Salute	Two blasts
Carry On	Three blasts

## Passing Honors

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### Rendering Passing Honors Between Ships

Follow the procedures below when rendering passing honors between ships.

Step	Action
1	When the passing ship's bow passes the bow or stern of the ship saluted, the junior sounds <b>ATTENTION</b> . <b>Note:</b> If a senior is embarked in a boat, <b>ATTENTION</b> is sounded before the boat is abreast or nearest abreast the quarterdeck.
2	When required, guard <b>PRESENTS ARMS</b> and all persons on deck salute.
3	When required, play the music.
4	When the prescribed honors have been rendered and acknowledged, sound <b>CARRY ON</b> .

Salutes may also be paid to distinguished visitors. If so, **ATTENTION** is sounded and all personnel on deck face outboard at attention. If you are where you can see the visitor, salute at the signal to do so.

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## Passing Honors

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### Passing Honors Between Ships Displaying Flags of Officials

Coast Guard and Navy vessels passing close aboard a ship or station displaying the flag of the official indicated render the honors prescribed below. Insofar as practicable, shore stations shall render these honors when a ship displaying such flags passes close aboard. These honors are acknowledged by rendering the same honors in return.

Official	Uniform	Ruffles and Flourishes	Music	Guard	Remarks
President	Prescribed by senior officer present	4	National Anthem	Full	Man Rails, unless otherwise directed by senior officer present
Sec of State when special foreign rep of President	Prescribed by senior officer present	4	National Anthem	Full	Crew at Quarters
Vice President	Of the day	4	Hail Columbia	Full	Crew at Quarters
<ul style="list-style-type: none"> <li>• Sec., Deputy Sec., &amp; Assistant Sec. of Defense and Transportation</li> <li>• Sec. of Navy</li> <li>• Director of Defense Research and Engineering</li> <li>• Under Sec. or Assistant Sec. of Navy</li> </ul>	Of the day	4	Admiral's March	Full	Crew at Quarters

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## Passing Honors

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### Passing Honors to Officials and Officers

### Embarked in Boats

The honors prescribed below shall be rendered by a ship of the Coast Guard being passed close aboard by a boat displaying the flag or pennant of the officials and officers shown.

Official	Ruffles and Flourishes	Music	Guard	Remarks
President	4	National Anthem	Full	“Attention” sounded, and salute by all persons in view on deck, if directed by the senior officer present, man the rail.
Sec of State when special foreign rep of President	4	National Anthem	Full	“Attention” sounded, and salute by all person in view on deck.
Vice President	4	Hail Columbia	Full	“Attention” sounded, and salute by all person in view on deck.
<ul style="list-style-type: none"><li>• Sec., Deputy Sec., &amp; Assistant Sec. of Defense and Transportation</li><li>• Sec. of Navy</li><li>• Director of Defense Research and Engineering</li><li>• Under Sec. or Assistant Sec. of Navy</li></ul>	4	Admiral's March	Full	“Attention” sounded, and salute by all person in view on deck.
Other civil officials entitled to honors on official visit				“Attention” sounded, and salute by all person in view on deck.
Officer of an armed service				“Attention” sounded, and salute by all person in view on deck.

## Passing Honors

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### Passing Honors to Officials and Officers Embarked in Boats (Continued)

Persons on the quarterdeck shall salute when a boat passes close aboard in which a flag officer, a unit commander, or commanding officer is embarked under the following circumstances:

- When the officer in the boat is in uniform as indicated by the display of the national ensign in United States ports.
  - When a miniature of a flag or pennant is displayed in addition to the national ensign in foreign ports.
- 

### Crew at Quarters on Entering and Leaving Port

Unless weather or other circumstances make it impracticable or undesirable to do so, the crew is paraded at quarters (commonly referred to as "manning the rail") during daylight upon entering or leaving port on occasions of ceremony. Instead of parading the entire crew at quarters, an honor guard may be paraded in a conspicuous place on weather decks.

Occasions of ceremony are as follows:

- Visits that are not operational.
  - At homeport when departing for or returning from a lengthy deployment.
  - Visits to foreign ports not visited recently.
  - Other special occasions so determined by a superior.
- 

### Dispensing With Passing Honors

Passing honors are not rendered:

- After sunset or before 0800 except when the protocol of international courtesy requires them.
- Between ships of the Navy or Coast Guard engaged in tactical evolutions outside port.
- When SOPA directs that passing honors be dispensed with.
- To ships of countries that the United States does not recognize.

**Note:** Any form of honors indicates recognition of these countries by the United States.

---

## Passing Honors

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### Passing Honors to Foreign Dignitaries

A ship being passed close aboard by another ship or boat displaying the flag or standard of a foreign president, sovereign, or member of a reigning royal family renders the honors prescribed for the President of the United States. The foreign national anthem is played instead of the national anthem of the United States.

---

### Passing Honors to Warships

Passing honors are exchanged with foreign warships passed close aboard. The honors consist of parading the guard of the day, sounding **ATTENTION**, rendering of the hand salute by all persons in view on deck, and playing the foreign national anthem.

---

### Passing Honors to Merchant Vessels

When any vessel under United States registry or the registry of a nation formally recognized by the government of the United States salutes a ship of the Coast Guard by dipping its ensign, it shall be answered dip for dip. If not already being displayed, the national ensign shall be hoisted for the purpose of answering the dip. An ensign being displayed at half-mast shall be hoisted to the truck or peak before a dip is answered.

If the original salute is given before 0800 or after sunset, the Coast Guard ship hoists its colors, returns the salute, and after a short interval, hauls the colors down.

No ship of the Coast Guard shall dip the national ensign unless in return for such compliment, and you should never dip the national ensign to a man-of-war of any nation.

---

## Passing Honors

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### Boat Hails

A boat approaching a ship at night is hailed by the quartermaster of the watch with "BOAT AHOY!" Answering hails by the coxswain indicate the rank of the senior person in the boat as follows:

Rank	Answering Hail
President	"United States"
Secretary of Transportation	"Transportation"
Fleet or Force	"Fleet" or abbreviation of Commander's administrative title
Flag Officer	"Flag"
Chief of Staff	"Staff"
Flotilla	"(Type) Flot Commander (number)" Example: "CruDesFlot 5"
Squadron	"(Type) Ron Commander (number)" Example: "DesRon22"
Division	"(Type) Div Commander (number)" Example: "DesDiv 15"
Commanding officer	"(Name of commanding officer's ship or station)"
Other commissioned officers	"Aye-Aye"
Warrant officers	"No-No"
Enlisted men	"Hello"
Boats not intending to go alongside, regardless of passenger's rank	"Passing"

To say that the answering hail indicates the **RANK** of the senior person on board is not, perhaps, strictly accurate. The actual rank of some of the individuals mentioned may vary. During daylight, you are chiefly interested in knowing how many side boys will be required, and this depends on the actual rank of the person coming aboard. In the case of the flag officer, this can easily be determined from the number of stars on the flag officer's flag, but a commanding officer or a squadron or flotilla commander does not always have a specific rank.

---

## Passing Honors

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### Boat Hails (Continued)

During daylight, the coxswain of a boat carrying persons of sufficient rank to rate side boys indicates the rank of the senior person in the boat by holding up fingers equal to the number of side boys that person rates. For example, the coxswain of a boat carrying a captain would hold up four fingers, warning the quarterdeck that they should break out four side boys.

---

### Side Honors

When a boat approaches a ship, the rank of the senior person about to board the ship must be known on the quarterdeck, so that the visitor may be received with ceremonies appropriate to the visitor's rank. During daylight, a boat carrying a commanding officer flies the national ensign aft, and if embarked in a boat on official occasions, the commanding officer's personal flag, command pennant, or if not entitled to either, a commission pennant in the bow. A miniature of such a flag or pennant may be displayed in the vicinity of the coxswain's station when embarked on other than official occasions in a boat of the service. Officers of flag rank making official calls fly their personal pennants forward. The flagstuffs of official's flags fore and aft are capped with special insignia conforming to the rank of the senior person in the boat.

On the arrival and departure of civil officials, foreign officers, and of United States officers when so directed by the senior officer present, the side is piped and the appropriate number of side boys paraded.

Officers appropriate to the occasion attend the side on the arrival and departure of officials and officers.

---

### Dispensing with Side Boys, Guard, and Band

Side boys are not paraded:

- On Sunday or on other days between sunset and 0800.
- During meal hours of the crew.
- During general drills.
- During evolutions and periods of regular overhaul.
- In honor of an officer of the armed services in civilian clothes (unless such officer is at the time acting in an official capacity).

**Note:** In honor of civil officials or foreign officers, side boys may be paraded at any time during daylight.

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## Passing Honors

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### **Dispensing with Side Boys, Guard, and Band (Continued)**

Except for official visits and other formal occasions, side boys are not paraded in honor of officers of the armed services of the United States unless otherwise directed by the senior officer present. Side boys shall be paraded only for scheduled visits.

The side is piped when side boys are paraded, but not at other times.

The guard and band are not paraded in honor of the arrival or departure of an individual at times when side boys in that individual's honor are dispensed with except at shore installations.

---

## Lesson 2 Self-Quiz

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### Questions

1. If the national ensign is to be half-masted, it should first be \_\_\_\_\_ then lowered to half-mast.
2. When a number of flags including the national ensign are flown from adjacent flagpoles, the national ensign shall be hoisted \_\_\_\_\_ and lowered \_\_\_\_\_.
3. When displaying the national ensign against a wall, the union should be at the top and to the observer's \_\_\_\_\_.
4. On a ship underway, the national ensign is flown from the \_\_\_\_\_.
5. According to Coast Guard regulations, the national ensign shall be half-masted when the ship passes \_\_\_\_\_ tomb between sunrise and sunset.
6. On a two-masted ship the Coast Guard ensign is flown from the \_\_\_\_\_.
7. What flag or pennant is never flown at half-mast?  
\_\_\_\_\_
8. State the section of the U.S. code that deals with the Coast Guard ensign as a mark of authority.  
\_\_\_\_\_
9. The commission pennant can only be flown by a vessel commanded by \_\_\_\_\_.
10. Where should a single-masted ship fly the commission pennant?  
\_\_\_\_\_
11. What flags and pennants should a cutter display if "In Commission Special" status?  
\_\_\_\_\_  
\_\_\_\_\_
12. What are the distinctive marks of a Coast Guard vessel?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Lesson 2 Self-Quiz

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### Questions (Continued)

13. When the union jack is displayed from the yardarm while inport, what does it signify?

\_\_\_\_\_

14. Which pennants can be flown on the same halyard above the national ensign?

\_\_\_\_\_

15. When the Coast Guard color is displayed with colors representing the other branches of the armed forces, what is the order of precedence starting from the highest?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. Who has the authority to define the limits of the quarterdeck on board a ship?

\_\_\_\_\_

17. Define the term “passing honors.”

\_\_\_\_\_

\_\_\_\_\_

18. Define the term “close aboard.”

\_\_\_\_\_

19. When should the whistle signals for passing honors start?

\_\_\_\_\_

20. What are the four situations when you may dispense with passing honors?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

21. When a ship is passing close aboard another ship displaying the flag or standard of a foreign president, sovereign, or member of reigning royal family, you render the same honors as the \_\_\_\_\_.

\_\_\_\_\_

## Lesson 2 Self-Quiz

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### Questions (Continued)

22. Match the rank in column A with their answering boat hail in column B. Use each description only once.

<u>Column A</u>	<u>Column B</u>
_____ 1. President	a. "Aye-Aye"
_____ 2. Flag Officer	b. "No-No"
_____ 3. Chief of Staff	c. "Petrel"
_____ 4. Destroyer Division 15	d. "Fleet"
_____ 5. Commanding Officer Petrel (WSES-4)	e. "DesDiv15"
_____ 6. Warrant Officer	f. "United States"
_____ 7. Enlisted Man	g. "Flag"
	h. "Staff"
	i. "Hello"

23. State the five times when side boys are not paraded.

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## Answers to Self-Quiz

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Question	Answer	Reference
1	hoisted to the peak or truck then lowered to half-mast	2-3
2	first, last	2-5
3	left	2-8
4	gaff	2-10
5	Washington's	2-11
6	foremast	2-13
7	Coast Guard ensign	2-14
8	14 USC 826	2-14
9	commissioned officer or warrant officer	2-15
10	Masthead	2-15
11	National ensign, union jack, CG ensign, commission pennant, command pennant, or personal flag of officer	2-16
12	CG ensign, and if authorized the commission pennant, command pennant, or personal flag of officer	2-18
13	General court martial or court of inquiry is in session	2-19
14	Church pennant or Jewish worship pennant	2-20
15	Army	2-21
	Marine Corps	
	Navy	
	Air Force	
	Coast Guard	
16	Commanding officer	2-22
17	Honors other than gun salutes rendered on occasions when ships or embarked officers in boats or officers pass close aboard	2-23
18	Means passing within <b>600</b> yards for ships and <b>400</b> yards for boats	2-23

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## Answers to Self-Quiz

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Question	Answer	Reference
19	When the bows of the ships pass	2-24
20	After sunset or before 0800 except when protocol of international courtesy requires them	2-27
	Between ships of the Coast Guard and Navy engaged in tactical evolutions outside port	
	When SOPA directs that passing honors be dispensed with	
	To ships of countries the United States doesn't recognize	
21	President of the United States	2-28
22	1. f	2-29
	2. g	
	3. h	
	4. e	
	5. c	
	6. b	
	7. i	
23	On Sunday or on other days between sunset and 0800	2-30
	During meal hours of the crew	
	During general drills	
	During evolutions and periods of regular overhaul	
	In honor of an officer of the armed services in civilian clothes (unless such officer is at the time acting in an official capacity)	

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## ASSIGNMENT 3

### DISPLAY OF FLAGS AND PENNANTS

#### Overview

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##### Introduction

In this assignment, you will learn the rules which govern the display of personal flags of civilian and military officials. You will learn the proper terminology of the ship's mast and superstructure concerning locations of flags, pennants, and ensigns. You will learn the proper way to dress and full-dress ship and the proper ceremonies and honors required for certain anniversaries, holidays, and solemnities according to Coast Guard Regulations and NTP 13.

Unless prescribed by Coast Guard Regulations or the Commandant, flags or pennants shall not be displayed from Coast Guard units as an honor to a nation or an individual or to indicate the presence of any individual. When displayed, flags and pennants shall conform to the prescribed pattern as dictated by Coast Guard Regulations.

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##### Objectives

After completing this assignment, you should be able to:

- **IDENTIFY** the personal flags for an active or retired Coast Guard officer.
  - **DESCRIBE** the proper display of personal flags.
  - **DESCRIBE** the proper display of the broad and burgee command pennants.
  - **IDENTIFY** the absence indicators.
  - **IDENTIFY** the meaning of absence indicators and where they are displayed.
  - **IDENTIFY** the insignia, bow device, and ornament devices displayed on boats, automobiles, and aircraft.
  - **IDENTIFY** the different topping ornaments for flagstaffs.
  - **STATE** when a foreign national ensign is flown from the maintruck.
  - **STATE** the procedures for displaying foreign national ensigns.
-

## Overview

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### Objectives (Continued)

- **IDENTIFY** the location of standing and running rigging associated with the display of flags, pennants, and ensigns aboard ship.
  - **DESCRIBE** occasions and procedures for dressing and full-dressing ships.
  - **DESCRIBE** the procedures for honors concerning special ceremonies, anniversaries, holidays, and solemnities.
-

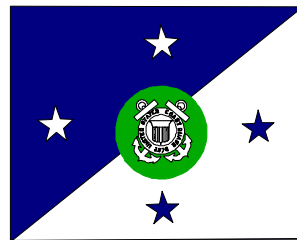


## Personal Flags

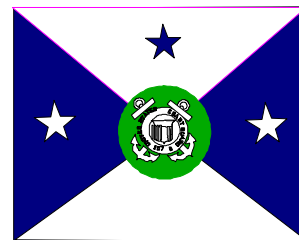
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### Personal Flags of Flag Officers

Flag officers of the Coast Guard or Coast Guard Reserve are authorized to display the personal flags (figures below) that identify their ranks. When a flag officer assumes a command, a personal flag is hoisted and kept flying until the command is turned over to a successor. Display of personal flags to represent other than the officers for whom authorized is prohibited.



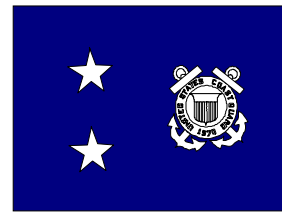
Commandant



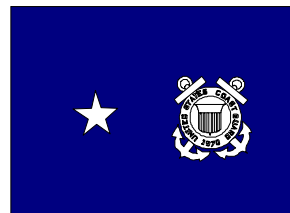
Vice Commandant



Vice Admiral



Rear Admiral (Upper Half)



Rear Admiral (Lower Half)

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### Absent From Command

When the flag officer is absent from the command for a period exceeding 72 hours, the flag officer's personal flag is hauled down.

---

### Half-Masting

Personal flags and command pennants shall not be displayed at half-mast except as prescribed in Coast Guard Regulations for a deceased official or officer.

---

## Personal Flags

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### **Personal Flags and Pennant Ashore**

A flag officer in command ashore shall display a personal flag day and night at a suitable and conspicuous place within the command. When such officer makes an official inspection at an outlying activity of the command, if practicable and appropriate, the personal flag shall be shifted to such outlying activity.

A flag officer or unit commander of the operating forces whose headquarters is ashore shall display a personal flag or pennant day and night at a suitable and conspicuous place at that headquarters unless it is displayed from a ship of the same command.

When the locations for display of two or more personal flags ashore are in such close proximity as to make their separate display inappropriate, only the personal flag of the senior officer present shall be displayed.

When a personal flag or a foreign ensign is displayed ashore during the official visit of or a gun salute to a civil official or foreign officer, it shall be displayed from the normal location of display of a personal flag or pennant of the officer in command. At such time, the commanding officer's flag or pennant shall be displayed at some other location within the command.

During the official inspection by a flag officer of one of the command's units ashore, the personal flag of the flag officer shall displace a personal flag or pennant of the officer in command.

---

### **Civil Official Flags Ashore**

If two or more civil officials each prescribed the display of a personal flag are present officially at a command ashore at the same time, only the flag of the senior shall be displayed.

---

### **Temporarily Succeeded in Command**

When a flag officer or a unit commander has been temporarily succeeded in command as prescribed in Coast Guard Regulations, the personal flag or command pennant shall be hauled down. The officer who has temporarily succeeded to command shall display the personal flag or command pennant to which that officer is entitled by Coast Guard Regulations.

---

## Personal Flags

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### **Personal Flags and Pennants Afloat**

Except as otherwise prescribed in Coast Guard Regulations, a flag officer or unit commander afloat shall display a personal flag or command pennant at the maintruck from the flagship. At no time shall a flag officer or unit commander afloat display a personal flag or command pennant from more than one ship.

The personal flag of a flag officer eligible for a command at sea shall be displayed when the officer is embarked for passage in a ship of the Coast Guard unless there is already the flag of a senior officer being displayed from that ship.

A personal flag or command pennant shall not be displayed at the same masthead with a national ensign, but shall be:

- Lowered clear of the ensign during a gun salute.
- When a double display is required it is shifted to the starboard yardarm in a single-masted ship and to the foretruck in a two-masted ship during an official visit.
- Displayed as prescribed in Coast Guard Regulations during periods of dressing or full-dressing ship.

**Flags or pennants of officers not eligible for command at sea shall not be displayed from ships of the Coast Guard.**

---

### **Situation When Personal Flags Are Not Displayed Afloat**

During the following situations the flags indicated will not be displayed afloat:

- A personal flag or command pennant may be hauled down during battle or at any time when the officer concerned or the senior officer present considers that it is desirable to render a flagship less distinguishable. When the personal flag or command pennant is hauled down, it shall be replaced with a commission pennant.
  - An officer of the Coast Guard commanding a ship engaged otherwise than in the service of the United States shall NOT display a personal flag, command pennant, or commission pennant from such ship or in the bow of a boat.
  - A ship underway shall not display a personal flag or command pennant unless a flag officer or unit commander is aboard. Should a flagship get underway during the absence of the flag officer or unit commander, the personal flag or command pennant shall be hauled down and replaced with a commission pennant.
-

## Personal Flags

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### **Civil Official's Flag and Personal Flag or Pennant Afloat**

When a civil official in whose honor the display of a personal flag is prescribed during an official visit is embarked for passage in a ship of the Coast Guard, the official's personal flag shall be displayed from such ship.

When a civil official's flag is displayed, if required, a personal flag or command pennant of an officer of the Coast Guard shall be displayed as follows:

- Aboard a single-masted ship, at the starboard yardarm.
- Aboard a two-masted ship, at the foretruck.
- Aboard a ship with more than two masts, at the aftertruck.

When, in accordance with Coast Guard Regulations, the personal flag of a civil official and the personal flag or command pennant of an officer of the Coast Guard are displayed at the starboard yardarm, the personal flag of the civil official shall be displayed outboard.

When two or more civil officials each prescribed the display of a personal flag are embarked in the same ship of the Coast Guard, only the flag of the senior shall be displayed.

---

### **Display of President's Flag**

If the President's flag is displayed at a masthead where a national ensign is also required to be displayed during an official visit or during periods of dressing or full-dressing ship, the President's flag shall remain at the masthead to port of the United States national ensign and to starboard of a foreign national ensign.

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## Personal Flags

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### **Broad or Burgee Command Pennant**

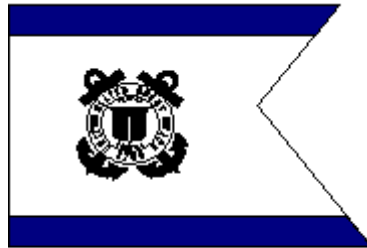
The broad or burgee command pennant (shown below) is the personal command pennant of an officer of the Coast Guard who is not a flag officer and who is commanding a unit of ships or aircraft as follows:

The **Broad** command pennant indicates command of:

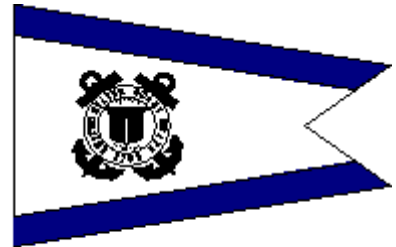
1. A force, flotilla, or squadron of ships or craft of any type.
2. An aircraft wing.

The **Burgee** command pennant indicates command of:

1. A division of ships or craft of any type.
2. A major subdivision of an aircraft wing.



BROAD COMMAND



BURGEE COMMAND

## Absence Indicators

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### Introduction

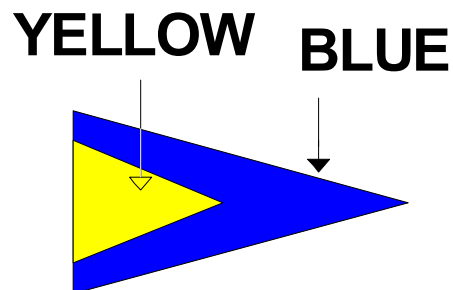
In ships not underway, the absence of an official or officer whose personal flag or pennant is displayed, a chief of staff, or a commanding officer is indicated from sunrise to sunset by the display of an absence indicator as prescribed below.

Each substitute indicates the absence of an official from the ship for a period of 72 hours or less.

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### 1<sup>st</sup> Substitute

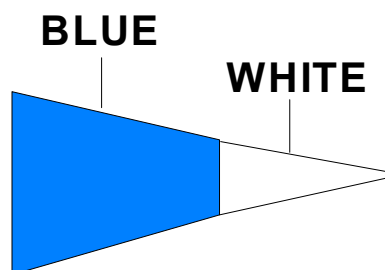
The 1<sup>st</sup> substitute (shown below) displayed from the starboard main yardarm (outboard) indicates the absence of a flag officer or unit commander whose personal flag or command pennant is flying.



### 2<sup>nd</sup> Substitute

The 2<sup>nd</sup> substitute (shown below) displayed from the port main yardarm (inboard) indicates the absence of the chief of staff of the commander whose personal flag is flying.

**Note:** On a flagship where the commander's personal flag has been hauled down and replaced by a commission pennant, the chief of staff's absentee pennant is NOT displayed.

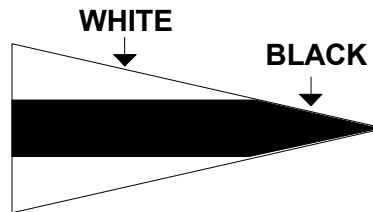


## Absence Indicators

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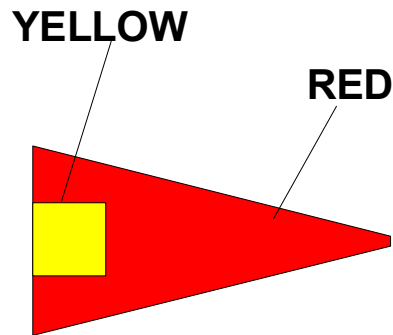
### 3<sup>rd</sup> Substitute

The 3<sup>rd</sup> substitute (shown below) displayed from the port main yardarm (outboard) indicates the absence of the commanding officer of the ship. (Its use immediately shifts to the executive officer when the captain departs for a period that will be more than 72 hours.)



### 4<sup>th</sup> Substitute

The 4<sup>th</sup> substitute (shown below) displayed from the starboard main yardarm (inboard) indicates the absence of the civil or military official whose flag is flying.



## **Display of Flags and Pennants in Boats, Automobiles, and Aircraft**

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### **Personal Flags and Pennants of Officers in Command**

When embarked in a boat of the Coast Guard on official occasions, an officer in command or a chief of staff when acting for the officer in command shall display from the bow a personal flag or command pennant or if not entitled to either, a commission pennant.

The officer's personal flag or command pennant may also be displayed as follows:

- When embarked on other than official occasions in a boat of the Coast Guard, may display a miniature of such flag or pennant in the vicinity of the coxswain's station.
- When riding in an automobile on official occasions, may display such flag or pennant forward on such vehicle.
- When embarked in an aircraft on an official occasion, may display such flag or pennant on both sides just forward and below the cockpit of such aircraft at rest.

---

### **Flags of Civil Officials**

A flag shall be displayed in the bow of a boat in the Coast Guard whenever a United States civil official is embarked on an official occasion as follows:

1. A union jack for:
  - A diplomatic representative of or above the rank of Charge d' Affaires within the waters of the country to which the diplomat is accredited.
  - A governor general or governor commissioned as such by the President within the area of jurisdiction.
2. The consular flag for a consular representative.
3. The prescribed personal flag for other civil officials when such officials are entitled to the display of a personal flag during an official visit.
4. When riding in an automobile on an official occasion, a civil official entitled to the display of a personal flag may display such flag forward on such vehicle.
5. When embarked in an aircraft, a civil official entitled to the display of a personal flag may display a miniature of such flag on both sides just forward and below the cockpit of such aircraft at rest.



## Bow and Flagstaff Insignia

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### Introduction

Staffs for the ensign and for the personal flag or pennant in a boat assigned to the personal use of a flag officer, unit commander, chief of staff or commanding officer, or in which a civil official is embarked shall be fitted at the peak with devices as follows.

---

### Bow Insignia

A boat regularly assigned to an officer for personal use shall carry insignia on the bow as follows:

- For a flag officer, the stars as arranged on the flag.
  - For a unit commander not a flag officer, a replica of the command pennant.
  - For a commanding officer or a chief of staff not a flag officer, an arrow.
- 

### Flagstaff Topping for the National Ensign or Coast Guard Colors

A battle-ax (shown below) shall top the flagstaff on which is flown the national ensign **EXCEPT** in boats, ships, and on flagpoles at Coast Guard shore activities. A battle-ax also tops the flagstaff on which is flown the Coast Guard colors and the Battalion colors. The ornaments shall have a highly polished brass finish.



## Flagstaff Insignia

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### Spread Eagle

A spread eagle (shown below) is used for civilian officials and flag officers whose official gun salute is **19** or more guns.

This includes the following individuals.

- President and Vice President
- Secretaries of State, Defense, Transportation, Army, Navy, and Air Force
- Chief Justice of the Supreme Court
- Governors of the States of the United States
- Chief of Staff of the Army and Air Force
- Commandant of the Marine Corps and Coast Guard
- Chief of Naval Operations
- Chairman, Joint Chiefs of Staff
- Officers of five-star rank



## Flagstaff Insignia

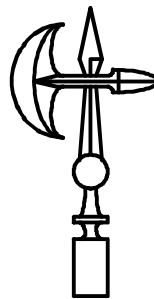
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### Halberd

A halberd (shown below) is used for flag and general officers whose official gun salute is less than 19 guns and for civilian officials whose gun salute is 11 or more guns but less than 19 guns.

This includes the following individuals.

- Under and Assistant Secretaries of the Army, Navy, and Air Force
- Governor General or Governor of a Commonwealth
- Flag and general officers of the armed forces except those of five-star rank and the senior officer of each of the branches of service that are listed under the "spread eagle" above.



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### Ball

A ball (shown below) is used for officers of the grade or relative grade of captain in the Coast Guard and for such diplomatic officials as career ministers, counsels, or first secretary of an embassy or legation.

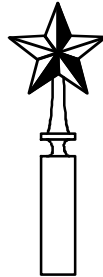


## Flagstaff Insignia

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### Star

A star (shown below) is used for officers of the grade or relative grade of commander in the Coast Guard.



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### Flat Truck

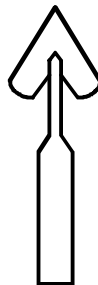
A flat truck (shown below) is used for officers below the grade of commander in the Coast Guard and for civilian officials not the equivalent of one of those covered above and for whom honors are prescribed on the occasion of an official visit.



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### Spearhead

The spearhead (shown below) is used for the guidon.



## Flagstaff Insignia

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### **Other Flagstaff Topping Ornaments**

The staff used for automobile flags is topped by an acorn regardless of the rank of the official or officer embarked.

Flagpoles at shore activities are topped by a brass ball of appropriate size.

The staff ornament used with personal flags of military or civilian officials for either parades, official ceremonies, or office use is that ornament prescribed for boat use of the officer or official of the rank concerned.

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### **Proper Display of the Topping Ornaments**

The head of the spread eagle and the cutting edges of the halberd and the battle-ax should face forward. The points of the staff should be aligned fore and aft.

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## Display of Foreign National Ensign

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### During Gun Salutes

A ship shall display the ensign of a foreign nation at the maintruck when:

- Firing a salute to that foreign nation upon entering port.
- Returning a salute fired by a foreign warship.
- Firing a salute on the occasion of a foreign national anniversary, celebration, or solemnity.

While firing a salute to a foreign dignitary or official entitled to **21** guns, a ship shall display the national ensign of such dignitary or official at the maintruck.

While firing a salute to the foreign official entitled to less than **21** guns, to a foreign officer, or when returning a salute fired by a foreign officer, the national ensign of the foreign official or officer shall be displayed at the foretruck.

At a shore station, under the circumstances set forth in the preceding paragraphs, the appropriate foreign ensign shall be displayed from the normal location of display of the officer in command, and the latter's flag or pennant shall be displayed at some other location within the command.

---

### Display of National Ensigns of Two or More Nations

When the national ensigns of two or more nations are required to be displayed from the same masthead, the United States national ensign if required shall be displayed to starboard of all others. The national ensigns of other nations shall be displayed starboard to port in the alphabetical order of the names of the nations in the English language; however, if displayed, the ensign of a foreign nation within whose waters the ship is located shall be to starboard of the other foreign nations.

While a salute is being fired under the foregoing conditions, the ensign of the nation being honored or whose dignitary is being honored is displayed alone.

In rendering honors, the national ensign of one nation shall not be displayed above that of another nation at the same masthead.

---

## Choice of Foreign Flag or Ensign in Rendering Honors

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**Table**

Use the table below to determine the proper display of a foreign flag or ensign:

SITUATION	FLAG TO DISPLAY
A government having both a national flag and a national ensign (man-of-war flag).	The national ensign shall be displayed except under the conditions set forth in this section.
A commonwealth, dominion, or similar government recognized as independent by the Government of the United States which has a national flag of its own but which also employs the national ensign (man-of-war flag) of the empire or federation to which it belongs.	National flag of the commonwealth or dominion shall be displayed except when rendering honors to naval officers; in which case, the national ensign (man-of-war flag) shall be displayed.
A government not recognized as independent by the Government of the United States, such as a protectorate or colony.	The flag of the government exercising protection or colonial power shall be displayed except when otherwise directed by the Commandant.
A government carried on by a joint mandate of trusteeship and having no distinct national flag of its own.	The flags of the several countries comprising the mandate shall be displayed when rendering honors.

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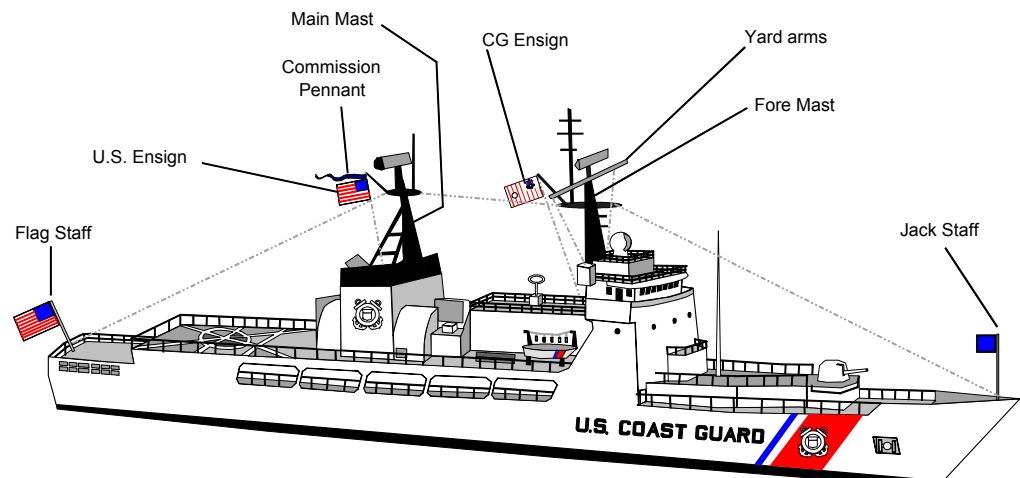
## Mast and Superstructure Features

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### Masts

Coast Guard ships generally have either one or two masts. If there are two, the forward one is the foremast and the other one is the mainmast. On single-masted ships, the mast is amidships or forward, is usually part of the main superstructure assembly, and is called the foremast or simply the mast.

This graphic shows the mast and superstructure features for displaying flags, ensigns, and pennants.



Masts vary greatly in size and shape, some being built of several structural steel members and others being a single steel pole. On all ships, at least one mast with a spar running athwartship, called a yard, is used for flags and other signal devices. These must be rigged in such a way as to be visible from other ships.

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### Other Superstructure Features

The small cap usually found at the top of a pole mast or flagstaff is called a truck. Loosely speaking, the top of any mast is also called the truck. Above the truck, there is frequently a slender vertical extension of the mast called a pigstick. Almost every vessel has a pigstick on the mainmast from which the commission pennant or an admiral's personal flag is flown. Extending abaft the mainmast of a vessel is a small spar known as the gaff. The national ensign is flown from the top or peak of the gaff when the ship is underway.

The small vertical spars at the bow and stern of a ship are the jack staff and flagstaff respectively.

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## Dressing and Full-Dressing Ship

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### Introduction

The purpose of dress and full-dress ship is to recognize U.S. national anniversaries or solemnities, and upon official invitation, recognize foreign national anniversaries or solemnities.

Ships **NOT UNDERWAY** shall be dressed or full-dressed from 0800 until sunset.

Ships **UNDERWAY** shall not be dressed or full-dressed.

---

### National Ensign During Dress and Full-Dress

On occasions of dressing ship, the largest national ensign with which the ship is furnished is displayed from the flagstaff and a national ensign or other flag is displayed from each masthead as follows:

- On a single-masted ship, a national ensign at the truck, the Coast Guard ensign at the starboard yardarm, and if displayed, a personal flag or command pennant at the starboard yardarm inboard.
- On a two-masted ship, the national ensign at the main truck, the Coast Guard ensign at the fore, and if displayed, the personal flag or command pennant at the starboard yardarm.
- On a ship with three or more masts, the Coast Guard ensign at the foretruck, national ensigns at all other mastheads, and if displayed, personal flag or command pennant at the truck of the aftermost mast.

The ensigns displayed at the mastheads shall be of uniform size except when a difference in the sizes of ensigns is appropriate due to a substantial difference in heights of mastheads. The Coast Guard commission pennant shall be displayed as provided in annex E to “Flags, Pennants and Customs” NTP 13 (series) for the Navy commission pennant.

---

## Dressing and Full-Dressing Ship

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### Rainbow of Signal Flags and Pennants

On occasions of full-dressing, in addition to the dressing of the mastheads, a rainbow of signal flags arranged in the order prescribed in “Flags, Pennants and Customs” NTP 13 (series) shall be displayed, reaching from the foot of the jack staff to the mastheads and then to the foot of the flagstaffs. Peculiarly masted or mastless ships shall make a display as little modified from the rainbow effect as is practicable.

The following list shows the order in which flags are displayed in the rainbow effect. The order of flags is from forward aft. If one set of flags does not complete the rainbow, repeat the sequence starting with the 3 flag, 4 flag, and so forth.

- |                |                |
|----------------|----------------|
| (1) Flag 3     | (34) Pennant 6 |
| (2) Flag 4     | (35) Whiskey   |
| (3) Pennant 1  | (36) Pennant 0 |
| (4) Sierra     | (37) Flag 1    |
| (5) 1st Sub    | (38) Oscar     |
| (6) Alpha      | (39) 3rd Sub   |
| (7) Prep       | (40) Hotel     |
| (8) Charlie    | (41) Echo      |
| (9) Mike       | (42) Emerg     |
| (10) Speed     | (43) Lima      |
| (11) Juliet    | (44) Pennant 7 |
| (12) Pennant 5 | (45) Flag 0    |
| (13) Romeo     | (46) Int       |
| (14) Pennant 9 | (47) Div       |
| (15) Zulu      | (48) Pennant 4 |
| (16) Corpen    | (49) Flag 9    |
| (17) Flag 8    | (50) 4th Sub   |
| (18) Uniform   | (51) Papa      |
| (19) Flag 6    | (52) Form      |
| (20) Xray      | (53) Victor    |
| (21) Negat     | (54) Golf      |
| (22) Flag 2    | (55) Stbd      |
| (23) Port      | (56) India     |
| (24) November  | (57) Foxtrot   |
| (25) Pennant 2 | (58) Quebec    |
| (26) Tango     | (59) Pennant 8 |
| (27) 2nd Sub   | (60) Yankee    |
| (28) Bravo     | (61) Desig     |
| (29) Delta     | (62) Flag 7    |
| (30) Turn      | (63) Pennant 3 |
| (31) Flag 5    | (64) Squad     |
| (32) Station   | (65) Ans       |
| (33) Kilo      |                |
-

## **Dressing and Full-Dressing Ship**

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### **Dress or Full-Dress in Honor of a Foreign Nation**

When dressing or full-dressing ship in honor of a foreign nation, the national ensign of that nation shall replace the United States national ensign at the main or at the masthead in the case of a single-masted ship. When a ship is full-dressed or dressed in honor of more than one nation, the ensign of each such nation shall be displayed at the main or at the masthead in a single-masted ship.

---

### **Half-Masting During Dress or Full-Dress**

Should half-masting of the national ensign be required on occasions of dressing or full-dressing ship, only the national ensign at the flagstaff shall be half-masted.

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### **Substituting Dress for Full-Dress**

When full dressing is prescribed, the senior officer present may direct that dressing be substituted if the state of the weather makes such action advisable. Also, under such circumstances, the officer may direct that the ensigns be hauled down from the mastheads after being hoisted.

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## Special Ceremonies, Anniversaries, Holidays, and Solemnities

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### **Ships Passing Washington's Tomb**

When a Coast Guard ship is passing Washington's tomb, Mount Vernon, Va., between sunrise and sunset, the following ceremonies shall be observed insofar as practicable.

Step	Action
1	The full guard and band shall be paraded, the bell tolled, and the national ensign half-masted at the beginning of the tolling of the bell.
2	When opposite Washington's tomb, the guard shall present arms, persons on deck shall hand salute, facing the direction of the tomb, and "Taps" shall be sounded.
3	The national ensign shall be two-blocked and the tolling shall cease at the last note of "Taps," after which the national anthem shall be played.
4	Upon completion of the national anthem, "Carry On" shall be sounded.

---

### **Ships Passing USS Arizona Memorial**

When a ship of the Coast Guard is passing the USS ARIZONA Memorial, Pearl Harbor, Hawaii, between sunrise and sunset, passing honors consisting of sounding "Attention" and rendering the hand salute by all persons in view on deck and not in ranks shall be executed by that ship.

---

### **National Holidays**

The following days and any others as designated by the President shall be observed as holidays on board Coast Guard ships and shore units:

New Year's Day (January 1)  
Birthday of Martin Luther King, Jr. (3rd Monday in January)  
President's Day (Washington's Birthday) (3rd Monday in February)  
Memorial Day (last Monday in May)  
Independence Day (July 4)  
Labor Day (1st Monday in September)  
Columbus Day (2nd Monday in October)  
Veterans Day (November 11)  
Thanksgiving Day (4th Thursday in November)  
Christmas Day (December 25)

Whenever any one of the above-designated dates falls on Saturday, the preceding day shall be observed as a holiday. Whenever the date falls on a Sunday, the following day shall be observed.

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## Special Ceremonies, Anniversaries, Holidays, and Solemnities

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### Ceremonies for United States National Holidays

On President's Day and the 4th of July, every ship of the Coast Guard in commission **NOT UNDERWAY** shall **FULL-DRESS** ship. At 1200, each saluting ship and each shore unit equipped with a saluting battery shall fire a national salute of **21-guns**. When the 4th of July occurs on Sunday, these ceremonies shall be postponed until the following day.

On Memorial Day, each saluting ship and each shore unit having a saluting battery shall fire at noon a salute of **21-guns**. This salute shall have a **1-minute** interval between guns vice the normal **5-second** interval. All ships and shore units shall display the national ensign at half-mast from 0800 until the completion of the salute or until 1220 if no salute is fired.

On all other U.S. national holidays and at such other times as may be prescribed by competent authority, all ships of the Coast Guard in commission not under way shall **DRESS** ship.

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### Armed Forces Day

The third Saturday in May is proclaimed by the President as Armed Forces Day and will be observed by the Coast Guard. The Coast Guard will cooperate with other armed services and participate in the observance of Armed Forces Day to the degree that operational requirements permit. The senior Coast Guard officer present shall ensure cooperation and provide for participation.

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### Coast Guard Day

On 4 August 1790, a system of cutters, later to be known as the Revenue Cutter Service, was established by Congress. This is the predecessor of the seagoing Coast Guard, and the date of 4 August shall be suitably celebrated throughout the Service as the Coast Guard's official birthday.

Operations permitting, formal birthday observances shall be held on 4 August at each locality where there are Coast Guard units. The senior Coast Guard officer present shall determine the scale of the observance. Cutters shall **DRESS** ship if operations permit.

Each year the Commandant will provide an appropriate birthday message. This message shall be read as an integral part of the formal birthday observances.

Social events in conjunction with birthday observances shall be held in whatever manner and form the existing circumstances dictate. These events are at the discretion of the commanding officer and need not be held on the date of 4 August if workload, local situations, or other factors make it impractical.

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## **Special Ceremonies, Anniversaries, Holidays, and Solemnities**

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### **POW-MIA Day**

All activities authorized to fly the national ensign are encouraged to fly the POW/MIA flag (shown below) on the following occasions:

Armed Forces Day (3<sup>rd</sup> Saturday in May)

Memorial Day (last Monday in May)

Flag Day (Jun 14)

Independence Day (Jul 4)

National POW/MIA Day (3<sup>rd</sup> Friday in September)

Veterans Day (November 14)

The POW/MIA flag shall be displayed as follows:

- Ships shall display the POW/MIA flag from the inboard halyard of the port yardarm.
- Shore units shall display this flag beneath the national ensign.

NTP 13 (series) contains additional information describing the POW/MIA flag as well as where to order one (they are not in the Federal Supply System).

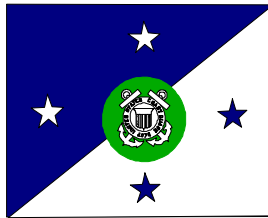


## Lesson 3 Self-Quiz

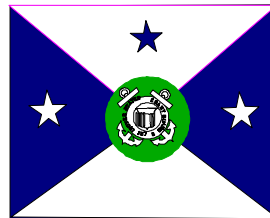
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### Questions

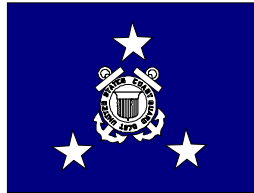
1. Identify the personal flags shown below.



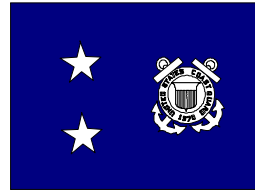
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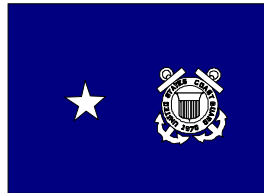
B



C



D



E

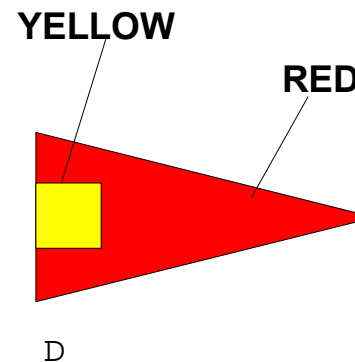
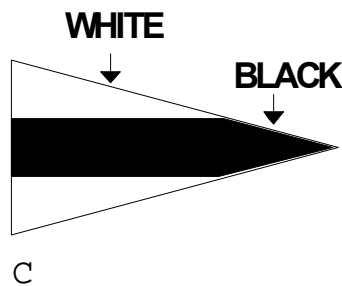
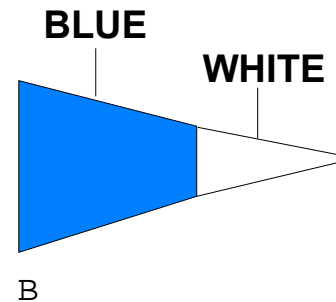
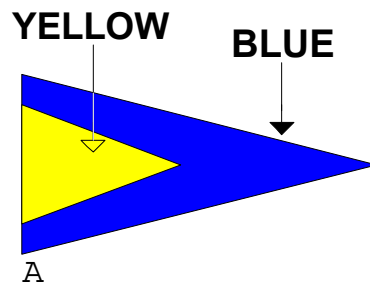
2. When a flag officer is absent from the command for a period exceeding 72 hours, the flag officer's personal flag is \_\_\_\_\_.
3. During an official inspection by a flag officer of one of the command's units ashore, what personal flag should be displayed?  
\_\_\_\_\_
4. Are flags or pennants of officers not eligible for command at sea displayed from ships of the Coast Guard? \_\_\_\_\_
5. What are four situations when a personal flag or command pennant would not be displayed afloat?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. When a civil official's flag is displayed on a single-masted ship, the command pennant of an officer shall be flown from the \_\_\_\_\_.
-

## Lesson 3 Self-Quiz

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### Questions (Continued)

7. What flag would a commander of a WPB squadron fly?  
\_\_\_\_\_
8. What flag would a commander of a division of ships fly?  
\_\_\_\_\_
9. Identify the following flags and the location for display.



10. The absence of a flag officer from the ship for a period of 72 hours or less is indicated by the \_\_\_\_\_.
  11. If the commanding officer of a ship is absent for 2 weeks, use of the 3<sup>rd</sup> sub shifts to the \_\_\_\_\_.
  12. The union jack displayed from the bow of a Coast Guard boat in foreign waters indicates that a/an \_\_\_\_\_ is embarked in the boat.
  13. What bow insignia is used for a boat regularly assigned to a commanding officer or a chief of staff if neither is a flag officer?  
\_\_\_\_\_
-



## Lesson 3 Self-Quiz

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### Questions (Continued)

14. Except in boats, ships, or on flagpoles, what ornament tops the flagstaff of the national and Coast Guard ensign? \_\_\_\_\_

15. Identify the flagstaff toppings below.



A



B



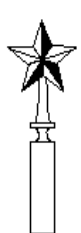
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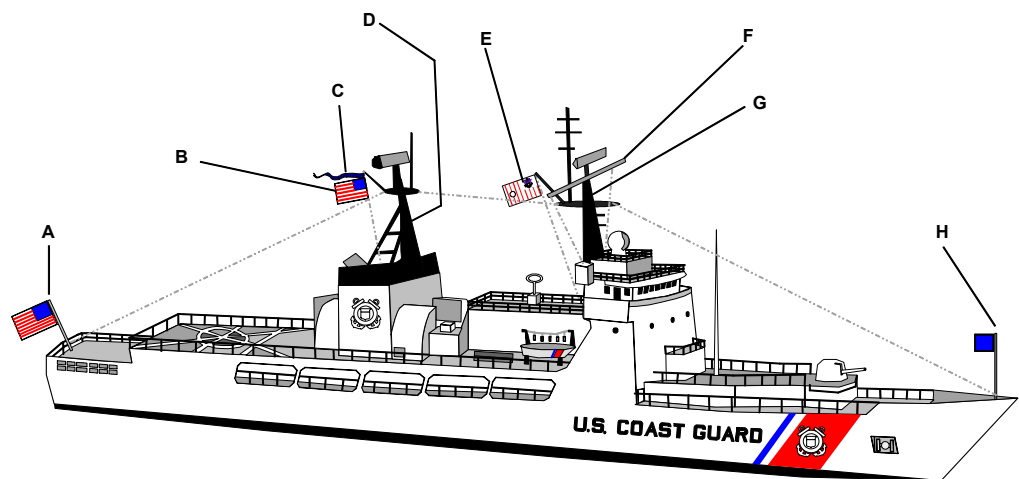


F

16. What are the three times the national ensign of a foreign nation should be flown from the maintruck?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. If more than one national ensign is to be flown on board a ship, where should the United States national ensign be flown? \_\_\_\_\_

18. Identify the name of the standing and running rigging shown below.



## Lesson 3 Self-Quiz

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### Questions (Continued)

19. A ship in port shall be dressed or full-dressed from \_\_\_\_\_ to \_\_\_\_\_.
  20. On occasions requiring dressing or full-dressing ship, the largest ensign aboard is flown from the \_\_\_\_\_.
  21. When dressing a ship with one mast, the Coast Guard ensign is displayed from the \_\_\_\_\_.
  22. If a set of rainbow of flags does not complete the display on board a ship, what flag would you continue with? \_\_\_\_\_
  23. What two geographic locations require special ceremonies when Coast Guard cutters pass them underway? \_\_\_\_\_
  24. What are the two dates that all ships of the Coast Guard NOT underway are required to full-dress ship? \_\_\_\_\_
  25. When the 4th of July falls on a Sunday, when will you full-dress ship?  
\_\_\_\_\_
  26. On Coast Guard Day, all Coast Guard cutters NOT underway should  
\_\_\_\_\_.
-

## Answers to Self-Quiz

Question	Answer	Reference
1	a. Commandant b. Vice Commandant c. Vice Admiral d. Rear Admiral (Upper Half) e. Rear Admiral (Lower Half)	3-3
2	hauled down	3-3
3	The personal flag of the flag officer displaces a personal flag or pennant of the officer in command	3-4
4	No	3-5
5	During battle To render a flagship less distinguishable A ship engaged otherwise than in the service of the United States When a flag officer or unit commander is not aboard	3-5
6	starboard yardarm	3-6
7	Broad command pennant	3-7
8	Burgee command pennant	3-7
9	a. 1 <sup>st</sup> substitute, starboard main yardarm (outboard) b. 2 <sup>nd</sup> substitute, port main yardarm (inboard) c. 3 <sup>rd</sup> substitute, port main yardarm (outboard) d. 4 <sup>th</sup> substitute, starboard main yardarm (inboard)	3-8 – 3-9
10	1 <sup>st</sup> substitute	3-8
11	executive officer	3-9
12	Charge d' Affairs	3-10
13	Arrow	3-11
14	Battle-ax	3-11
15	a. ball b. battle-ax c. truck d. halberd e. spearhead f. star	3-11- 3-14
16	Firing a salute to that foreign nation upon entering port  Returning a salute fired by a foreign warship  Firing a salute on the occasion of a foreign national anniversary, celebration, or solemnity	3-16
17	Displayed to starboard	3-16

## Answers to Self-Quiz

---

Question	Answer	Reference
18	a. flagstaff b. U.S. ensign c. commission pennant d. main mast e. CG ensign f. pigstick g. fore mast h. jack staff	3-18
19	0800 to sunset	3-19
20	flagstaff	3-19
21	truck	3-19
22	Flag 3	3-20
23	Washington Tomb, USS Arizona Memorial	3-22
24	President's day, 4 <sup>th</sup> of July	3-23
25	The next day	3-23
26	dress ship	3-23

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## ASSIGNMENT 4

### DEATHS AND FUNERALS

#### Overview

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##### Introduction

In this assignment, you will learn about the procedures and rules that apply to the death of a person in the military service or of a civil official of the United States. You will learn about funerals and funeral escorts, burial at sea, gun salutes, and half-masting the national ensign as well as other related topics.

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##### Objectives

After completing this assignment, you should be able to:

- **STATE** the period for displaying the national ensign at half-mast upon the death of a person in the military service or a United States civil official.
  - **DESCRIBE** the general provisions pertaining to funerals.
  - **STATE** the general provision pertaining to burial at sea.
  - **STATE** the requirements for funeral escorts.
-

## Death of a Person in the Military Services

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<b>Overview</b>	<p>Upon the death of a person in the military services, the ceremonies prescribed in this lesson shall be observed.</p> <p>At joint installations or commands, the procedures prescribed by the responsible military commanders or the executive agent will be executed uniformly by all the United States military units present.</p>
<b>National Ensign</b>	<p>The national ensign shall be half-masted upon receipt of notification of death of a designated official from any reliable source, including news media.</p>
<b>Senior Officer Present</b>	<p>The senior officer present may direct that the ceremonies prescribed be observed during the transfer of the body of the deceased from the ship or shore station rather than during the funeral.</p>
<b>Death of Coast Guard Personnel</b>	<p>In the event of a military funeral of a person other than a flag officer on the retired list of the Coast Guard, ceremonies as prescribed shall be rendered insofar as may be practicable.</p> <p>On the occasion of conducting the funeral of a person in the Coast Guard near ports, stations, or ships of other armed services of the United States, the commanding officers thereof shall be duly notified of the time and the honors to be rendered by ships and shore units of the Coast Guard.</p>
<b>Death of a Flag Officer</b>	<p>During the funeral of a flag officer or a general officer of the armed forces of the United States (e.g., retired and reserve flag officers of the Navy and general officers of the Army, Air Force, and Marine Corps) other than those listed in the table on the next page, at a place where there is a Coast Guard shore unit or where one or more ships of the Coast Guard are present, the ensigns of such shore units and ships shall be half-masted during the funeral service and for 1 hour thereafter. In addition, minute-guns of the number prescribed by the regulations of the service to which the deceased belonged shall be fired by the Coast Guard shore unit and by the senior saluting ship present if practicable.</p>

## Death of a Person in the Military Services

### Death of a Military Member

Upon death of a person in the military services, the ceremonies prescribed below shall be observed.

Deceased	National ensign half-masted		Personal flag or command pennant of deceased, commission pennant of ship commanded	Gun salute	
	By	Period of display		Fired by	How and when fired
Chairman Joint Chiefs of Staff, United States military officers of 5-star rank, Chief or former Chief of Naval Operations, Commandant of Marine Corps, Commandant or former Commandant of Coast Guard	All units of the Coast Guard	From the time of death until sunset of the day of the funeral or other period designated by Commandant	Half-masted from time of death until sunset of day of funeral or removal of the body and then hauled down	Flagship, unit commanded, or as designated by senior officer present	Minute-guns equal in number to official salute of deceased, fired during funeral
All CG/Navy flag officers in command (1)	All ships present, not underway, and by shore units in vicinity (2)	From the time of death until sunset of the day of funeral or removal of body	Half-masted from time of death until sunset of day of funeral or removal of the body and then hauled down	Flagship, unit commanded, or as designated by senior officer present	Minute-guns equal in number to official salute of deceased, fired during funeral
All Coast Guard Flag officers (active, retired, regular, reserve) (3)	All units of the Coast Guard	From the beginning of the funeral until sunset of that day or other periods designated by the Commandant		Unit designated by senior officer present	Minute-guns equal in number to official salute of deceased, fired during funeral
Other services active duty flag officer not in command	All ships present, not underway, and by shore units in vicinity	From the beginning of the funeral until sunset of that day		Unit designated by senior officer present	Minute-guns equal in number to official salute of deceased, fired during funeral
Unit commander not a flag officer, commanding officer	All ships present, not underway, and by shore units in vicinity	From the beginning of the funeral until sunset of that day	Half-masted from time of death until sunset of day of funeral or removal of the body and then hauled down except commission pennant rounded up	Flagship, unit commanded, or as designated by senior officer present	7 minute-guns, fired during funeral
All other person in the Coast Guard	All ships present, not underway, and by shore units in vicinity	During funeral and for 1 hour thereafter			

- (1) Coast Guard flag officers in command are the area and district commanders, the Superintendent of the Academy and the Chief of Staff at Headquarters.
- (2) "Vicinity" shall be interpreted to include all CG units within the geographic area of the deceased flag officer's command (e.g., in the case of an area commander, all CG units within the boundaries of that area at the time the honors are rendered).
- (3) Coast Guard flag officers in command shall receive this tribute as that specified for the flag officers in command.
- (4) In specific instances, the Commandant may designate periods of display which differ from those listed.



## Death of United States Civil Official

### Death of U.S. Civil Official

Upon the death of a United States civil official, the ceremonies prescribed below shall be observed.

When the day after receipt of notice of death falls on a Sunday or a national holiday, gun salutes will be fired on the following day. The national ensign shall be half-masted upon receipt of notification of the death of one of the designated civil officials from any reliable source, including news media.

Official	National ensign half-masted		Gun Salute	
	By	Period of display	Fired by	How and when fired
President, former President, or a President-elect	All ships and stations of the Coast Guard	For 30 days from the day of death	(a) All saluting ships not underway in ports under U.S. jurisdiction and each shore station having a saluting battery (b) Senior saluting ship present in each port under U.S. jurisdiction and each shore station having a saluting battery	<b>1</b> gun every half hour from 0800 till sunset on day after receipt of notice of death  <b>21</b> minute-guns fired at noon on day of funeral
Vice President, Chief Justice or retired Chief Justice of the U.S., or the Speaker of the house of Representative	All ships and stations of the Coast Guard	For 10 days from the day of death	(a) All saluting ships not underway in ports under U.S. jurisdiction and each shore station having a saluting battery (b) Senior saluting ship present and shore units having a saluting battery in port where funeral held	Minute-guns equal in number to official salute of deceased, fired at noon on day after receipt of notice of death  Minute-guns equal in number to official salute of deceased, fired at noon on day of funeral
An Associate Justice of the Supreme Court, a member of the Cabinet, a former Vice President, the President Pro-Tempore of the Senate, the Majority Leader of the House of Representative, the Sec of the Army, Navy, or Air Force	All ships and stations of the Coast Guard	From the day of death until internment	(a) All saluting ships not underway in ports under U.S. jurisdiction and each shore station having a saluting battery (b) Senior saluting ship present and shore units having a saluting battery in port where funeral held	Minute-guns equal in number to official salute of deceased, fired at noon on day after receipt of notice of death  Minute-gun equal in number to official salute of deceased, fired at noon on day after receipt of notice of death
Governor of a state, territory, commonwealth or possession	All ships and stations in such state, territory, commonwealth or possession	From the day of death until internment	Ships and stations as designated by senior officer present in port where funeral honors are directed to be rendered	Minute-guns equal in number to official salute of deceased, fired at noon on day after receipt of notice of death  Minute-guns equal in number to official salute of deceased, fired at noon on day after receipt of notice of death

**Death of U.S.  
Civil Official  
(Continued)**

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Official	National ensign half-masted		Gun salute	
	By	Period of display	Fired by	How and when fired
United States Senator, Representative, Territorial Delegate, or the Resident Commissioner from the Commonwealth of Puerto Rico	All ships and stations in the metropolitan area of the District of Columbia and ships and stations in the applicable state, congressional district, territory, or commonwealth	On the day of death  From the day of death until internment	Ships and station as designated by senior officer present in port where funeral honors are directed	Minute-guns equal in number to official salute of deceased fired at noon on day after receipt of notice of death  Minute-guns equal in number to official salute of deceased fired at noon on day after receipt of notice of death
Civil official not listed above, but entitled to gun salute on official visit	Ships and stations in the vicinity when directed by senior officer present or other competent authority to join in funeral honors	From 0800 till sunset on day of funeral	Ship and stations as designated by senior officer present in port where funeral honors are directed to be rendered	Minute-guns equal in number to official salute of deceased, fired at noon on day after receipt of notice of death  Minute-guns equal in number to official salute of deceased, fired at noon on day after receipt of notice of death

## **General Provisions Pertaining to Funerals**

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<b>Chaplains</b>	If there is no chaplain or clergyman available, the commanding officer or appointed representative shall conduct the funeral services.
<b>Pallbearers</b>	There shall be six pallbearers and six body bearers. If practicable, the pallbearers shall be of the same grade or rating as the deceased. If a sufficient number of foreign officers of appropriate grade attend the funeral, they may be invited to serve as additional pallbearers. Pallbearers and body bearers shall follow the procedure prescribed in the Drill and Ceremonies Manual (U.S. Army).
<b>Badge of Mourning</b>	The wearing of the mourning badge is discretionary for those in attendance at a funeral but shall be worn by the escort for a military funeral as prescribed in the respective Uniform Regulations.
<b>Vessels Taking Part in a Funeral</b>	Vessels taking part in a funeral procession shall display the national ensign at half-mast. If the deceased was a flag or general officer or at the time of death a shore unit commander or a commanding officer of a ship, the personal flag, command pennant, or a commission pennant shall be draped in mourning and displayed at half-mast from a staff in the bow of the vessel carrying the body. A funeral procession of vessels shall, in general, be formed in the order prescribed in the Drill and Ceremonies Manual (U.S. Army) for a funeral procession on shore.
<b>Casket</b>	The casket shall be covered with the national ensign placed so that the union is at the head and over the left shoulder of the deceased. The ensign shall be removed from the casket before it is lowered into the grave or committed to the deep.
<b>Salutes</b>	Persons in the Coast Guard shall salute when the body is carried past them, while the body is being lowered into the grave or committed to the deep, and during the firing of volleys and the sounding of "Taps."
<b>Rifle Volleys</b>	Three rifle volleys shall be fired after the body has been lowered into the grave or committed to the deep, following which "Taps" shall be sounded by the bugle. In a foreign port, when permission has not been obtained to land an armed escort, the volleys shall be fired over the body after it has been lowered into the boat alongside.

## General Provisions Pertaining to Funerals

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### Burial at Sea

If practicable, during burial at sea, the ship shall be stopped and the ensign shall be displayed at half-mast from the beginning of the funeral service until the body has been committed to the deep. Further displays of the ensign at half-mast may be prescribed by the senior officer present according to circumstances.

Burial at sea must be conducted in accordance with the following environmental regulations (40 CFR 229.1):

- Burial at sea of human remains, which are not cremated, must take place beyond the limit of the territorial sea and in water no less than **100** fathoms deep. All necessary measures shall be taken to ensure that the remains sink to the bottom rapidly and permanently.
- Burial at sea of cremated human remains must take place beyond the limit of the territorial sea, but without regard to depth limitations.
- Flowers and wreaths consisting of materials which are readily decomposable in the marine environment may be disposed of at the site at which disposal of human remains is authorized.

Funeral honors shall not be rendered between sunset and sunrise. When it is necessary to bury the dead at night, such funeral services as are practicable shall take place.

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## General Provisions Pertaining to Funerals

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**Funeral Escorts** When practicable, an escort under arms shall accompany the funeral procession to the place of burial and shall follow the procedure prescribed in the Drill and Ceremonies Manual (U.S. Army).

The funeral escort for a President, Vice President, Secretary of Defense, Secretary of Transportation, Secretary of the Navy, Deputy Secretary of Transportation, Under Secretary of the Navy, Assistant Secretary of the Navy, Fleet Admiral, Chief of Naval Operations, Commandant of the Marine Corps, or Commandant of the Coast Guard shall be as prescribed by the Commandant.

Unless otherwise prescribed by the senior officer present, the funeral escort for other persons in the Coast Guard shall comprise commands equivalent to the following infantry units insofar as is practicable with the Coast Guard forces available:

Admiral	1 battalion
Other flag officers	1 company
Captain	1 company
Other commissioned officers, warrant officers, and cadets	1 platoon
Chief petty officer	2 squads
Other enlisted persons	1 squad

The grade or rating of the escort commander normally shall be the same as or higher than that of the deceased.

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## **General Provisions Pertaining to Funerals**

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### **Personal Flag or Command or Commission Pennant in Funerals**

If the deceased was a flag or general officer or at the time of death, a shore unit commander or commanding officer of a ship, the personal flag, command pennant, or commission pennant of the deceased shall be draped in mourning and carried immediately in advance of the body in the funeral procession to the grave.

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### **Burial in a Foreign Place**

Before a person in the Coast Guard is buried in a foreign place, the senior officer present shall arrange with the local authorities for the burial of the body and shall also request permission to parade an escort under arms. This officer shall inform the senior foreign officer present and the appropriate local officials of the time and place of the funeral and of the funeral honors to be given by United States forces present.

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### **Death of Diplomatic or Consular Representative or Foreign Official**

On the death of a diplomatic or consular representative of the United States, the senior officer present shall arrange for appropriate participation in the funeral ceremonies by persons in the Coast Guard as circumstances permit.

When the senior officer present receives official notice of the death or funeral of a foreign official or member of a foreign armed service, the officer directs visits of condolence and arranges for participation by Coast Guard personnel in the funeral ceremonies as circumstances warrant and as international courtesy demands.

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### **Transporting Body of Deceased Official**

When a ship of the Coast Guard is transporting the body of a deceased official and the senior officer present or higher authority directs, the honors and ceremonies prescribed for an official visit shall be rendered when the body is received aboard or leaves the ship.

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## Lesson 4 Self-Quiz

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### Questions

1. Upon the death of the Chairman of the Joint Chiefs of Staff, the national ensign shall be half-masted by \_\_\_\_\_ units of the Coast Guard.
  2. Upon the death of a CPO in the Coast Guard, when may the national ensign on cutters not underway be flown at half-mast?  
\_\_\_\_\_
  3. Upon the death of the President of the United States, the national ensign is flown at half-mast for a period of \_\_\_\_\_ days.
  4. Upon death of a governor of a state, the national ensign is flown at half-mast from \_\_\_\_\_.
  5. In a military funeral, there shall be \_\_\_\_\_ pallbearers and six body bearers.
  6. When the national ensign is draped over a coffin, it should be placed so that the union is at the \_\_\_\_\_ of the deceased.
  7. The burial at sea of a person, not cremated, must take place in waters no less than \_\_\_\_\_ deep.
  8. What is the funeral escort required for a captain in the Coast Guard?  
\_\_\_\_\_
-



## Answers to Self-Quiz

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Question	Answer	Reference
1	all	4-3
2	during the funeral and for 1 hour after	4-3
3	30	4-4
4	the day of death until internment	4-4
5	six	4-6
6	head and over the left shoulder	4-6
7	100 fathoms	4-7
8	1 company	4-8

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## ASSIGNMENT 5

### BOATSWAIN'S PIPE CALLS

#### Overview

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##### Introduction

The boatswain's pipe is used to pipe calls that draw the crew's attention and to perform ceremonial functions. Its use is a time-honored tradition that comprises the ceremony and true nautical flavor of the Coast Guard. The BMOW should know all of the common calls and be an expert at piping them. This lesson introduces you to the boatswain's pipe and teaches you how to tune it and pipe the various calls.

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##### Objectives

After completing this assignment, you should be able to:

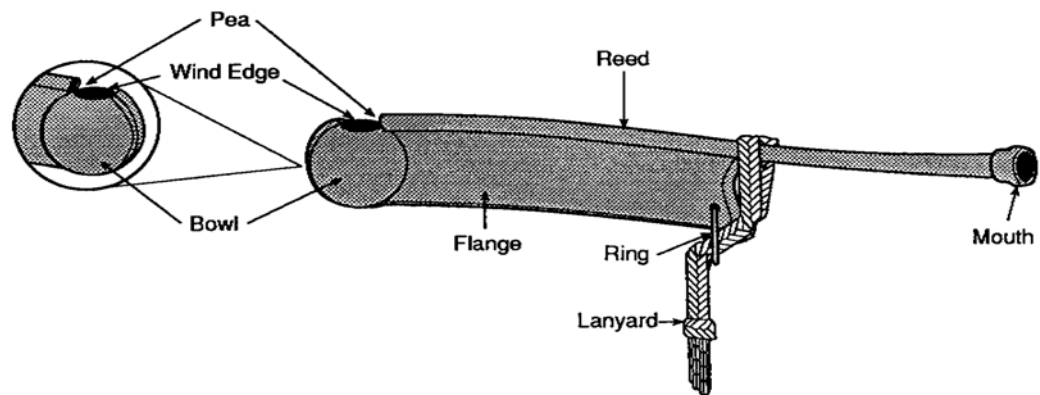
- **LABEL** the parts of a boatswain's pipe.
  - **SELECT** the proper sequence for tuning a boatswain's pipe.
  - **MATCH** the hand position for each note with the description of the sound it produces.
  - **MATCH** the meaning of the symbols used in musical scores with the descriptions of the symbols.
  - **MATCH** the following calls made on the boatswain's pipe with their descriptions:
    - Passing the Word
    - Sweepers
    - Mess Call
    - Piping the Side
-

## The Parts of a Boatswain's Pipe

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### Diagram

This illustration shows the boatswain's pipe and its parts.



### Parts of the Pipe

The pipe is comprised of the following parts.

Part	Function
Mouth	Enlarged portion attached to the reed for lip contact.
Reed	Tube leading to the bowl that carries the breath pulsations.
Bowl	Globe with a hole in its top over which the wind passes causing the sound.
Flange	Main body which the reed and the bowl are attached to.
Ring	Metal ring, which the lanyard passes through.
Lanyard	A small braided or plaited cord attached around the reed and passing through the ring with the other end worn around the neck or wrist.
Wind Edge	Side of the hole farthest from where the reed joins the bowl.
Pea	Area around the bowl where the reed and bowl come together.

## Tuning the Boatswain's Pipe

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### Introduction

Whether you use a Coast Guard issue or a commercially purchased pipe, your first task will probably be to tune the pipe. When manufactured pipes are stamped out in mass, they are often misshaped at the pea. Most pipes are too open at the pea, requiring a lot of wind to make the proper sound. In addition, this causes a hissing sound of escaping air. Tuning is a matter of personal adjustment, and the quality of piping improves with practice and adjustment. Once tuned, the pipe should sound when you hold the mouth of the pipe to a gentle breeze.

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### Procedure

Follow these steps to tune the boatswain's pipe.

Step	Action						
1	Pass a broom straw through the reed.						
2	<p>Determine how the straw strikes the wind edge of the bowl.</p> <p><b>Note:</b> The straw should strike the edge squarely, splitting the straw just as it would the wind.</p> <table><tr><th>IF the straw is...</th><th>THEN</th></tr><tr><td>Below the wind edge</td><td>No adjustment possible; get a new pipe</td></tr><tr><td>Above the wind edge</td><td>Go to step 3</td></tr></table>	IF the straw is...	THEN	Below the wind edge	No adjustment possible; get a new pipe	Above the wind edge	Go to step 3
IF the straw is...	THEN						
Below the wind edge	No adjustment possible; get a new pipe						
Above the wind edge	Go to step 3						
3	Tap the top of the reed lightly at the pea-end forcing the straw down until it splits on the wind edge						
4	Lightly file the wind edge to cut the wind coming from the reed sharply; this is usually not required on newer pipes.						
5	Fill in the area on both sides of the bowl where the reed and bowl come together with beeswax or solder.						

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## **Making Notes on the Boatswain's Pipe**

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### **Holding the Pipe**

There are many ways to hold the boatswain's pipe. No one way is correct. You will have to perfect your own technique. We will describe the method most commonly used to help you get started.

Hold the pipe in your dominant hand with the bowl resting in your palm. The hole in the bowl faces up when you hold the pipe to your lips. From this hand position, you will learn to flex your fingers over and around the bowl forming the different hand positions which create the notes.

---

### **Making Notes**

There are four hand positions used to make the notes on the boatswain's pipe. You should be able to produce a sharp, clear note using each hand position. The positions are:

- Open
  - Curved
  - Closed
  - Clinched
- 

### **Note**

In order to show different ways of holding the boatswain's pipe, the illustrations which follow show two different hand positions.

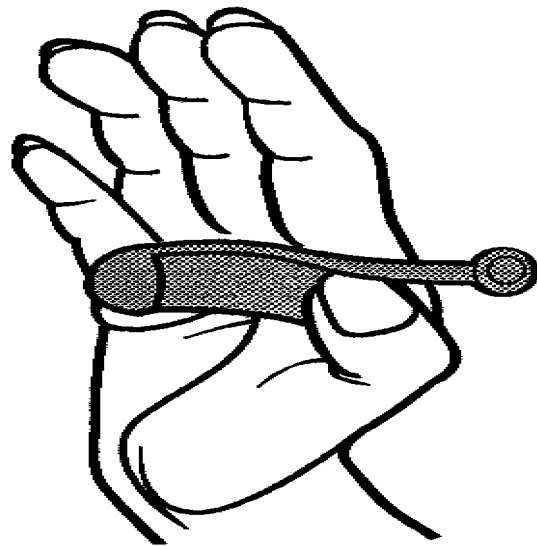
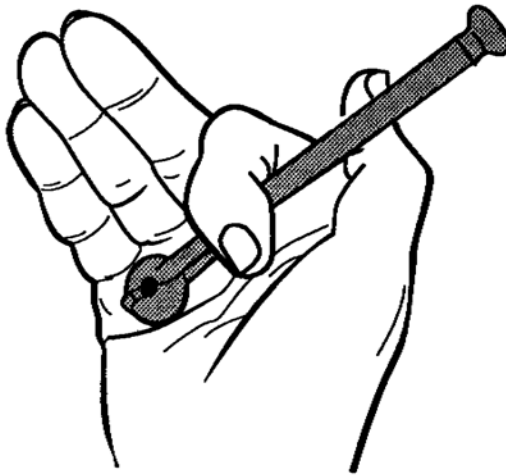
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## Making Notes on the Boatswain's Pipe

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### Open Hand Position

Using the open hand position, you use the least amount of pressure to make a soft, clear note. This note is the lowest note of the four.

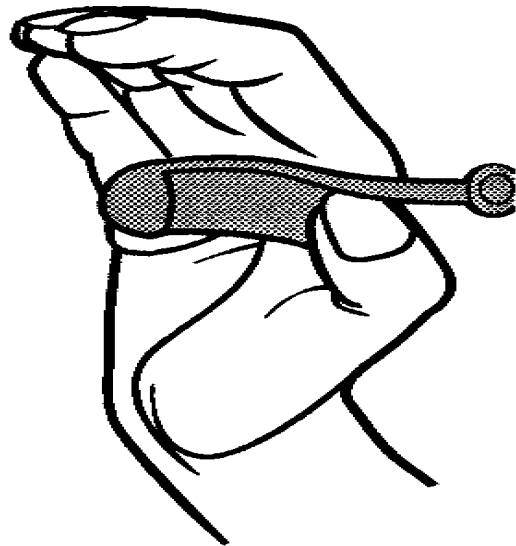
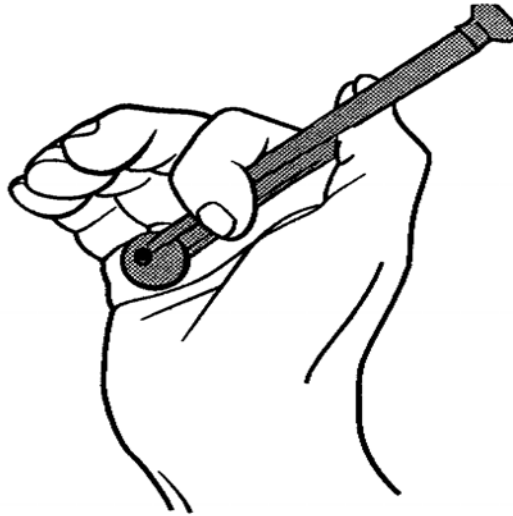


## Making Notes on the Boatswain's Pipe

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### **Curved Hand Position**

Using the curved hand position, you exert a little more air to produce a higher note than that produced using the open hand position. In this position, you are starting to close your hand over the bowl, somewhat restricting the air flow.

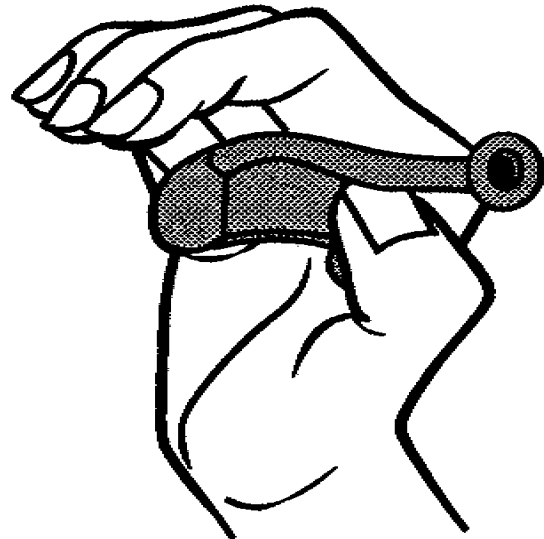


## Making Notes on the Boatswain's Pipe

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### **Closed Hand Position**

Using the closed hand position, you close the fingers of your hand over the bowl of the pipe which is cupped in the palm of your hand. As the name indicates, you have now closed the bowl of the pipe in the palm of your hand. This hand position requires greater amounts of air and produces a high, clear note. As you close your hand, exercise caution to ensure you don't restrict the air flow around the hole in the bowl. Restriction of the air flow will stop the note or, at a minimum, produce a slurred note.



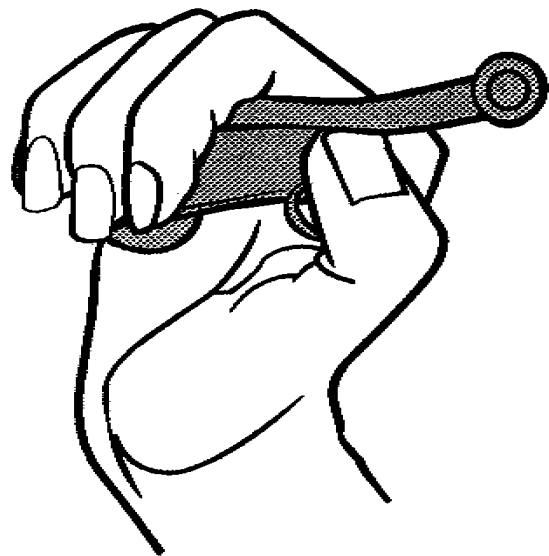
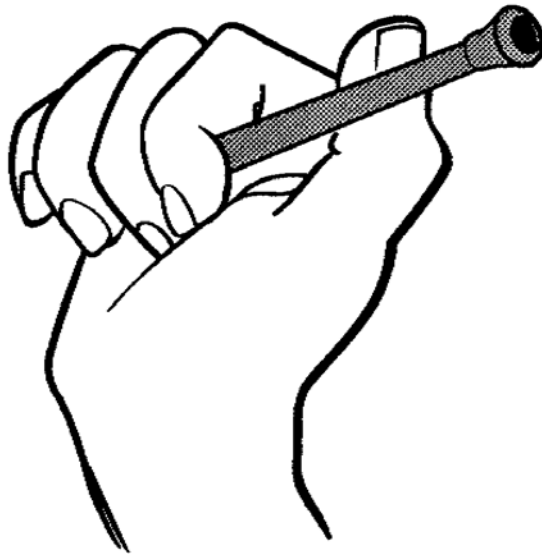


## Making Notes on the Boatswain's Pipe

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### **Clinched Hand Position**

Using the clinched hand position, you exert all the pressure that you can to make the note shrill and clear. With this position, you have completely enclosed the bowl of the pipe within the palm of your hand. Your fingers are tightly clasped around the bowl, but they don't restrict the air flow around the hole in the bowl. This is the most difficult of the notes to sound and hold.



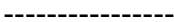






## Musical Scores and Symbols

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### Scores

The various calls are written in musical scores, using the four hand positions. Here is an explanation of the scores:

Symbol	Meaning	Example
Straight line	Smooth note	
Dotted line	Rattled note	
Broken line	Undulating note	
Full arrowheads along a line	Full breath pulsation	
Half arrowheads along a line	Gentle breath pulsation	
Arrow on the end of a line	End sharp	
No arrow on the end of a line	Allow the note to die away	

---

### Making Notes

You make smooth notes by blowing as an ordinary whistle is blown; you raise or lower a note by exerting lung force.

You sound rattled notes by trilling the tip of your tongue against the roof of your mouth, imitating a whistle rattled by a pea.

You make undulating notes by a combination of moving your tongue up and down in a wave like motion while controlling your lung pressure or flow of breath with your throat, causing the sound to undulate smoothly but continuously at equal intervals.

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### Holding Notes

The number of seconds you should hold each pipe under normal conditions is marked above the bar. At times, however, circumstances require that you shorten a signal.

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### Between Notes

Intervals, or rests, are marked with a vertical line, the number of seconds being noted above the line.

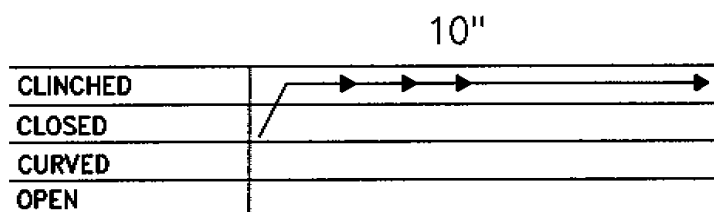
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## Making the Calls

### Passing the Word

This call usually is the prelude to any word being passed aboard ship. It is also used as a part of other calls. Its purpose is to command attention to all hands to the announcement about to be made.

You start the call in the closed hand position and go to the clinched position within 1 second. The shrill call is impulsed by three full breath pulsations and is cut off sharp at the end. Duration of the call is approximately 10 seconds. This illustration shows the musical score used to make the call.

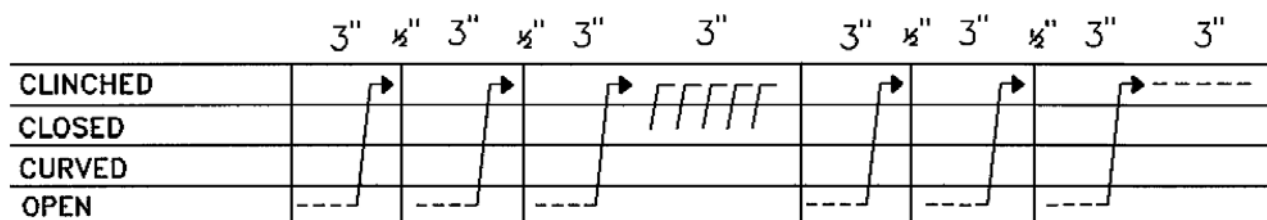


### Sweepers

This call pipes all sweepers to start their brooms and carry out a clean sweep-down fore and aft and clean out all butt kits.

You commence the call in the open hand position undulating the sound for approximately 1 second and close to the clinched position ending in a sharp closure. This call is repeated three times and finished with four or five sharp peeps using the clinched hand position. Repeat the call, only end the call making the sound more like an impulsed shrill rather than sharp peeps.

The duration of the call is approximately 3 seconds for each of the three parts, separated by a 1/2 second pause between each part. The sharp peeps or impulsed shrill at the end is approximately 5 seconds long. Duration for the full call, when repeated twice, is 26 seconds. This illustration shows the musical score used to make the call.



## Making the Calls

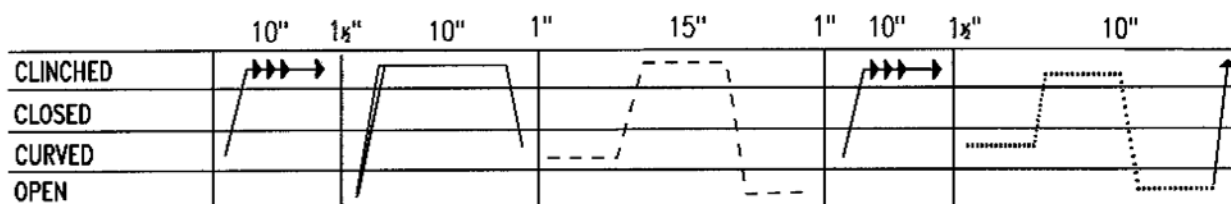
### Mess Call

Mess call is the longest of all the calls and is a combination of "All Hands," a long "Heave Around," and a long "Pipe Down." It should be no less than 1 minute in duration. This is a daily call and requires great skill and plenty of breath to carry out.

The first part of the call is "All Hands" which you start in the curved hand position, close immediately to the clinched position, impulse by three soft full breath pulsations, and end sharp. Again start in the open hand position, close to the clinched position, then open to the curved hand position and allow the note to fade away.

The next part of the call is "Heave Around" which you start in the curved hand position. Blow very softly with an undulating sound by checking the breath with the throat and allowing the tongue to slowly undulate. Then close to the clinched position and increase the rapidity of the undulations from about the same interval as during the rising. Change to the open hand position and allow the note to fall back to the soft, low tones of the start.

The next part of the call is "Pipe Down" which you start in the curved hand position, close immediately to the clinched position, impulse by three soft full breath pulsations, and end sharp. Start in the curved hand position and blow to imitate a whistle rattled by a pea (this rattling sound is produced by ballarding the tip of the tongue against the roof of the mouth and the rapidity of the ballarding is in proportion to the pitch of the sound), change to the clinched hand position and rise to the maximum in the shrill rattle, then change to the open hand position and end in a sharp, short peep. These three individual calls make up "Mess Call" as illustrated below.



## Piping the Side

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### Introduction

This is the aristocrat of all the calls on the boatswain's pipe and consists of several pipes. It is piped upon the arrival or departure of a dignitary.

The calls are summarized in the following tables, explained in the text, and lastly, illustrated in musical scores. The text is taken from U.S. Naval Institute Proceedings, Vol. 39, No. 3, September 1913, Annapolis, MD, to maintain the tradition and ceremony of the boatswain's pipe and may contain wording which is unfamiliar in our modern Coast Guard.

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### Summary

Piping Upon Arrival of Dignitary										
When to begin	Bos'n call to use	When to end								
OOD orders tend the side boys <table><tr><th>IF...</th><th>THEN use...</th></tr><tr><td>4 side boys</td><td>2 slurred veers</td></tr><tr><td>6 side boys</td><td>3 slurred veers</td></tr><tr><td>8 side boys</td><td>4 slurred veers</td></tr></table>		IF...	THEN use...	4 side boys	2 slurred veers	6 side boys	3 slurred veers	8 side boys	4 slurred veers	Piped once
IF...	THEN use...									
4 side boys	2 slurred veers									
6 side boys	3 slurred veers									
8 side boys	4 slurred veers									
Dignitary's boat or vehicle approaches	Alongside									
Dignitary's head appears at quarterdeck level or foot touches the brow	Over the side	Dignitary is greeted by the officer of the deck								

## Piping the Side

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### Summary (Continued)

Piping Upon Departure of Dignitary										
When to begin	Bos'n call to use	When to end								
OOD orders tend the side boys <table><tr><th>IF...</th><th>THEN use...</th></tr><tr><td>4 side boys</td><td>2 slurred veers</td></tr><tr><td>6 side boys</td><td>3 slurred veers</td></tr><tr><td>8 side boys</td><td>4 slurred veers</td></tr></table>		IF...	THEN use...	4 side boys	2 slurred veers	6 side boys	3 slurred veers	8 side boys	4 slurred veers	Piped once
IF...	THEN use...									
4 side boys	2 slurred veers									
6 side boys	3 slurred veers									
8 side boys	4 slurred veers									
Dignitary passes the boatswain's mate on the way to the accommodation ladder	Over the side	Dignitary's head passes below the level of the deck or reaches end of the accommodation ladder								
Dignitary's boat or vehicle gathers headway	Away with a very long drawn finish	Dignitary's boat or vehicle curves away from the gangway in departing								

## Piping the Side

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### Explanation

The piping of dignitaries alongside and over the side is lengthened in proportion to the rank, and Admirals are always honored with the full breath of the piper. Short side calls are always frowned on, since this is disrespectful as well as lubberly (an inexperienced sailor). The rank of Admiral and above are always piped by a chief boatswain's mate. To illustrate more clearly, there was a certain chief boatswain's mate, noted as much for his yarns as for his good seamanship, who made a brag of once piping Admiral Farragut over the side bursting his call and killing two of the nearest side boys.

Side boys are selected from the youngest and most natty (neat and trim) of the apprentices. They are lined up and drilled in their duties by the boatswain's mate in charge of the gangway and there are eight in number. When the officer of the deck orders "tend the side six boys" the custom is: Boatswain's mate pipes three slurred veers, and the boys line up according to size on each side of the gangway, the smallest inboard; boatswain's mate takes his station close to forward line of side tenders at a point where he can watch the approach of the boat, and the officer of the deck stations himself directly inboard of the gangway and facing outboard.

The call for "Alongside" is sounded so as to finish just as the visitor's boat or vehicle reaches the accommodation ladder or brow, respectively. During this pipe, the side boys, boatswain's mate, and officer of the deck stand at attention, ready to receive the dignitaries, but do not salute.

The call for "Over the Side" starts just as the visitor's head appears at quarterdeck level or the visitor's foot touches the brow and finishes in time for the visitor to be greeted by the officer of the deck. On the first note of this signal the boatswain's mate takes his station close to and about one pace forward of the inboard boy in the forward line of side tenders, and all side tenders come to the hand salute and remain in that position during the sound of the call, and drop to attention at its last note.

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## Piping the Side

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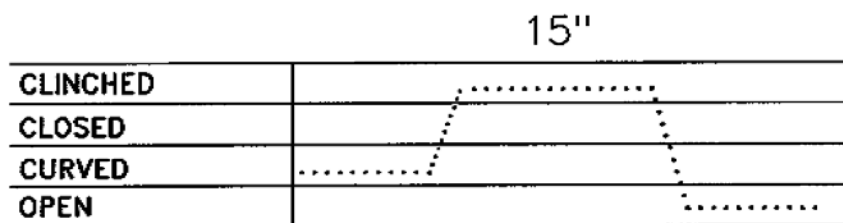
### Explanation (Continued)

At the conclusion of the visit, the officer of the deck orders "tend the side six boys" and the boatswain's mate pipes three slurred veers, and the boys line up according to size on each side of the gangway, the smallest inboard; boatswain's mate takes his station close to forward line of side tenders at a point where he can watch the departure of the boat or vehicle, and the officer of the deck stations himself directly inboard of the gangway and facing outboard. "Over the Side" is sounded again as the visitor passes the boatswain's mate on the way to the accommodation ladder or brow. Side boys and boatswain's mate salute on the first note and drop the salute on the last note. The call "Away" is sounded as the visitor's boat or vehicle gathers headway and curves away from the gangway in departing, and this signal should be very long-drawn in the finish. Side boys and the boatswain's mate remain at attention until the last note is sounded.

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### Veer

To sound "Veer" fill your lungs and begin in the curved position and blow to imitate a whistle rattled by a pea. You produce this rattling sound by ballarding the tip of the tongue against the roof of your mouth and the rapidity of the ballarding is in proportion to the pitch of the sound, rising to the maximum in the shrill rattle. This is the musical score used to make the call.



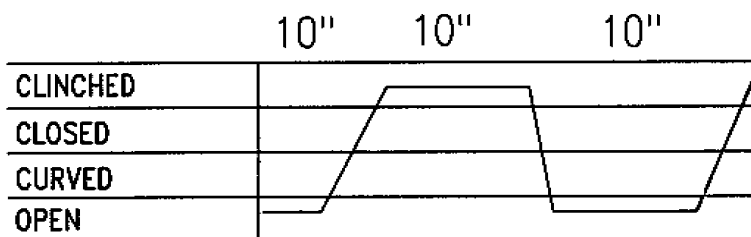


## Piping the Side

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### Alongside or Over the Side

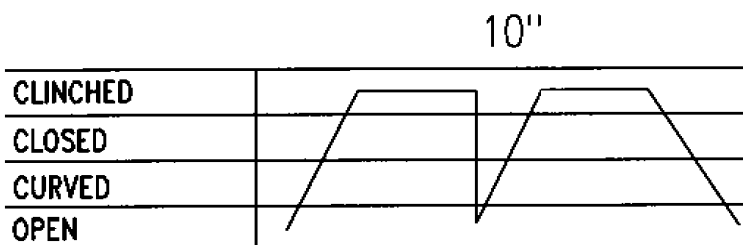
"Alongside" and "Over the Side" are the same musical scores. To produce the sound, you fill your lungs and begin with the lowest smooth note and rise to the shrill, then fall to the low note again, and finish with a low, soft shrill. The time in rising to the shrill should be about equal to the time of holding the shrill, and the time of falling from the shrill should be about one-third less than that of rising, so that the times of rising, holding, and falling to a finish are about equal. This is the musical score used to make the call.



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### Away

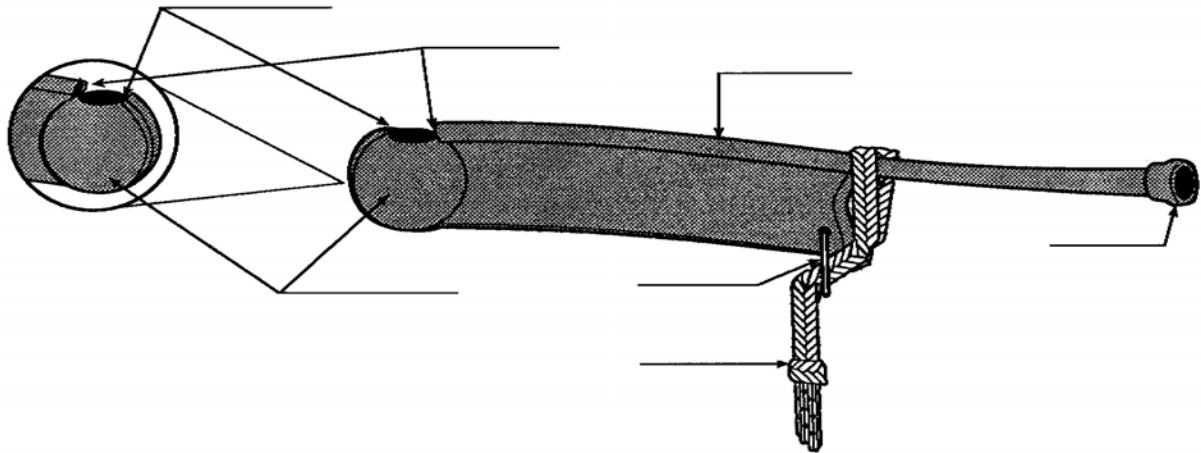
To sound "Away" fill your lungs and begin in the open position, close to the clinched, hold the shrill for 5 seconds, then open and close again to the clinch and hold the second shrill for another 5 seconds, then open and allow the signal to end softly, allowing about 3 seconds for the fall to silence. This is the musical score used to make the call.



## Lesson 5 Self-Quiz

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1. Label the parts of the boatswain's pipe.



2. Number the steps for tuning a boatswain's pipe in the proper sequence.

- \_\_\_\_\_ determine how the straw strikes the wind edge of the bowl
- \_\_\_\_\_ lightly file the wind edge
- \_\_\_\_\_ tap the top of the reed
- \_\_\_\_\_ pass a broom straw through the reed
- \_\_\_\_\_ fill in the area on both sides of the bowl where the reed and bowl come together

3. Match the four hand positions listed in column A with the proper description of the sounds they produce in column B. No letter is used more than once.

### **Column A**

- \_\_\_\_\_ 1. Clinched
- \_\_\_\_\_ 2. Closed
- \_\_\_\_\_ 3. Curved
- \_\_\_\_\_ 4. Open

### **Column B**

- a. soft, clear note
- b. low, clear note
- c. high, clear note
- d. shrill and clear note
- e. higher than soft, clear note

## Lesson 5 Self-Quiz

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4. Match the meaning of the symbol used in a musical score listed in column A with the proper description of the symbol in column B. No letter is used more than once.

### Column A

- \_\_\_\_\_ 1. Die away
- \_\_\_\_\_ 2. End sharp
- \_\_\_\_\_ 3. Full breath pulsation
- \_\_\_\_\_ 4. Gentle breath pulsation
- \_\_\_\_\_ 5. Rattled
- \_\_\_\_\_ 6. Smooth
- \_\_\_\_\_ 7. Undulating

### Column B

- a. arrow on the end of the line
- b. broken line
- c. dotted line
- d. full arrowheads along a line
- e. half arrowheads along a line
- f. no arrow on the end of the line
- g. straight line
- h. wavy line

5. Match the call listed in column A with the proper description of the call in column B. No letter is used more than once.

### Column A

- \_\_\_\_\_ 1. Mess
- \_\_\_\_\_ 2. Sweepers
- \_\_\_\_\_ 3. Piping the side
- \_\_\_\_\_ 4. Passing the word

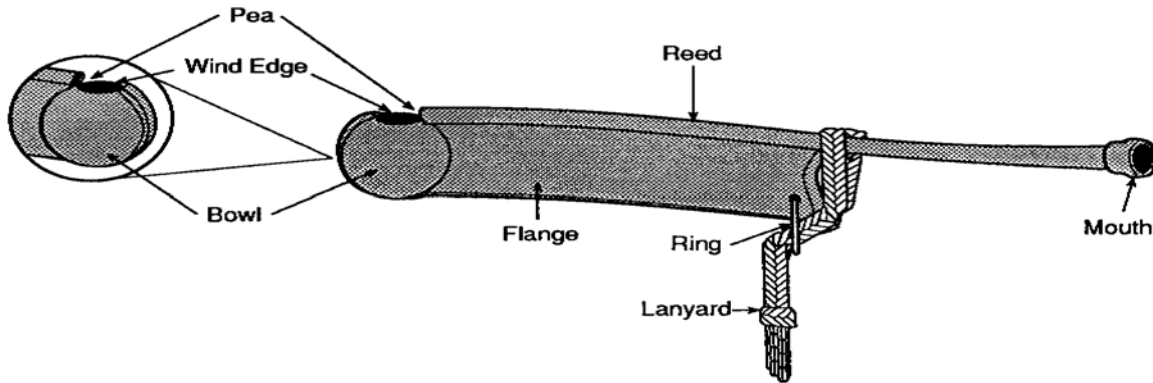
### Column B

- a. stand by
  - b. start the brooms and clean out all butt kits
  - c. the aristocrat of all calls
  - d. the longest of all the calls
  - e. prelude to any word being passed
-



## Answers to Self-Quiz

Question	Answer	Reference
1		5-2



Question	Answer	Reference
2	pass a broom straw through the reed determine how straw strikes the wind edge of bowl tap the top of the reed lightly file the wind edge fill in the area on both sides of the bowl where the reed and bowl come together	5-3
3	1. d 2. c 3. e 4. a	5-5 – 5-8
4	1. f 2. a 3. d 4. e 5. c 6. g 7. b	5-9
5	1. d 2. b 3. c 4. e	5-10 – 5-14



## Appendix A

### PAMPHLET REVIEW QUIZ

1. Prescribed honors may be omitted if authorized by the \_\_\_\_\_.
  - A. district commander
  - B. commanding officer of the unit
  - C. SOPA
  - D. individual who is to receive the honors
2. During Colors, vehicles should be stopped and persons riding in the vehicle should \_\_\_\_\_.
  - A. sit at attention
  - B. render the hand salute
  - C. muster in rank outside the vehicle
  - D. remain at ease
3. Officers of the Coast Guard enter boats \_\_\_\_\_.
  - A. in order of rank
  - B. in inverse order of rank
  - C. as they arrive by boat
  - D. in any order they desire
4. If obligated to fire a gun salute when entering a foreign port of a country recognized by the United States, a ship of the Coast Guard fires a \_\_\_\_\_-gun salute.
  - A. 21
  - B. 19
  - C. 17
  - D. 15
5. If a flag officer arrives at a unit on Sunday morning and departs at 1200 on the same day, when, if ever, should the gun salute be fired?
  - A. Upon arrival and departure
  - B. Prior to Morning Colors and upon departure
  - C. After Morning Colors and upon departure
  - D. Neither upon arrival nor departure
6. A commander making an official visit to a unit rates \_\_\_\_\_ side boys.
  - A. 2
  - B. 4
  - C. 6
  - D. 8
7. On a ship having only one mast, the Coast Guard ensign is displayed from the \_\_\_\_\_.
  - A. gaff
  - B. starboard halyard, inboard
  - C. masthead
  - D. same halyard just below the commission pennant
8. What flag or pennant is never flown at half-mast?
  - A. National ensign
  - B. Union jack
  - C. Coast Guard ensign
  - D. Commission pennant

9. What official is indicated when a boat hail is responded with “NO-NO”?

- A. President
- B. Captain
- C. Commander
- D. Warrant officer

10. The officer’s persona; flag is hauled down if the flag officer is absent from command for a period exceeding \_\_\_\_\_ hours.

- A. 24
- B. 48
- C. 72
- D. 96

11. The 2<sup>nd</sup> substitute is flown from the \_\_\_\_\_.

- A. starboard main yardarm (outboard)
- B. port main yardarm (inboard)
- C. port main yardarm (outboard)
- D. starboard main yardarm (inboard)

12. The spearhead is used to top the \_\_\_\_\_.

- A. guidon
- B. truck
- C. flagstaff
- D. jack staff

13. When is Armed Forces Day?

- A. 3<sup>rd</sup> Monday in January
- B. 3<sup>rd</sup> Monday in February
- C. 3<sup>rd</sup> Saturday in May
- D. 2<sup>nd</sup> Monday in October

14. Upon the death of the President of the United States, the national ensign is flown at half-mast for a period of \_\_\_\_\_ days.

- A. 15
- B. 30
- C. 45
- D. 60

15. The burial at sea of human remains not cremated must take place in waters NO LESS THAN \_\_\_\_\_ deep.

- A. 100 feet
- B. 100 fathoms
- C. 500 feet
- D. 500 fathoms

16. The required funeral escort for a Captain is one \_\_\_\_\_.

- A. battalion
- B. platoon
- C. company
- D. squad

17. If you use the open hand position when making notes on the boatswain pipe, it makes a \_\_\_\_\_ clear note.

- A. soft
- B. low
- C. high
- D. shrill

18. What does a straight line in the musical score for a boatswain pipe indicate?

- A. Rattled note
- B. Smooth note
- C. Undulating note
- D. End sharp





## Appendix B

### PAMPHLET REVIEW QUIZ – ANSWER KEY

QUESTION	ANSWER	REFERENCE	QUESTION	ANSWER	REFERENCE
1.	D	1-3	10.	C	3-3
2.	A	1-7	11.	B	3-8
3.	B	1-10	12.	A	3-14
4.	A	1-12	13.	C	3-23
5.	D	1-17	14.	B	4-4
6.	B	1-19	15.	B	4-7
7.	D	2-13	16.	C	4-8
8.	C	2-14	17.	A	5-5
9.	D	2-29	18.	B	5-9

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Page	Location on Page	What Correction is Needed

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